Computerized Patient Record System (CPRS)

Clinician's Getting Started Guide

List Manager version

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Revision History

Date	Page	Change
6/29/2000	41	Added to note about IV meds with more than one additive being saved as IV Fluids.
	45	Added note that outpatient med active status now displays as "active (susp)".
	73	Added note about outpatient med orders requiring authorized provider signature prior to release.
11/2000	62-82	Personal Preferences updates
9/11/2001	31-40	Added information about medication changes that come about as a result of POE.

Table of Contents

Introduction

What is CPRS?

The Computerized Patient Record System V. 1.0 (CPRS) is a Veterans Health Information Systems and Technology Architecture (VISTA) computer application. CPRS enables you to enter, review, and continuously update all information connected with any patient. With CPRS, you can order lab tests, medications, diets, radiology tests and procedures, record a patient's allergies or adverse reactions to medications, request and track consults, enter progress notes, diagnoses, and treatments for each encounter, and enter discharge summaries.

CPRS not only allows you to keep comprehensive patient records, it enables you to review and analyze the data gathered on any patient in a way that directly supports clinical decision-making.

Using CPRS Documentation

Related Manuals
Computerized Patient Record System V. 1.0 Installation Guide
Computerized Patient Record System V. 1.0 Setup Guide
Computerized Patient Record System V. 1.0 Technical Manual
Text Integration Utility (TIU) Clinical Coordinator and User Manual
Consult/Request Tracking User Manual

World Wide Web
CPRS documentation is also available on the V*ISTA* Intranet. The Intranet version will be constantly updated, and thus might contain more current information than this print version.

Intranet address: vista.med.va.gov/cprs/

First Time V*ISTA* *Users*

If you are unfamiliar with this package or other Veterans Health Information Systems and Technology Architecture (V*ISTA*) software applications, we recommend that you study the *User's Guide to Computing.* This orientation guide is a comprehensive handbook for first-time users of any V*ISTA* application to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resources Management Service (IRMS) staff.

Conventions in This Manual

Option examples: Menus and examples of computer dialogue that you see on the screen are shown in courier font in boxes:

```
Select Menu Option:
```

User responses: User responses are shown here in **bold**, but do not appear bold on the screen. The bold part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

```
Select PATIENT NAME: AndersON, JOHN
```

NOTE: Names and social security numbers used in the examples are fictitious.

<Enter>	This indicates the Enter or Return key, which is pressed after every response you enter or when you wish to bypass a prompt, accept a default (//), or return to a previous action. In this manual, it is only shown in examples when it might be unclear that such a keystroke must be entered.
^, ^^, ^^^	Enter the Up-arrow (also known as a caret or circumflex) at a prompt to leave the current option, menu, sequence of prompts, or help. To get completely out of your current context and back to your original menu, you may need to enter two or three up-arrows. (You may see a message, "Press RETURN to continue or ^ or ^^ to exit:" after each screen in a series of screen displays; e.g., for reports or online help.)
?, ??, ???	Enter one, two, or three question marks at a prompt for help about the menu, option, or prompt you are at. One question mark elicits a brief statement of what information is appropriate for responding to the prompt; two question marks show a list (and sometimes descriptions) of more actions; and three question marks provide more detailed help, including a list of possible answers, if appropriate.
Defaults (//)	Defaults are responses provided to speed up your entry process. They are either the most common responses, the safest responses, or the previous response. *Example:* Select Action: Quit//

Conventions, cont'd

Replace..With If the default entry is longer than 20 characters, you will see the "Replace....With" editor instead of the double slashes (//).
1. Enter @ after Replace if you want to replace the entire default entry, *or*
2. type one or two letters followed by three dots (...) to change part of the letters (e.g., to correct a misspelling),
3. press Return,
4. When the word With appears, type the correct name

Example:
Provider: Clinical Coordinator Replace **Co...** With **Nurse**

>> Side-arrows (Greater-than/Less-than; shift-comma, shift,period) indicate that more information is available on the right side of the screen. Enter these arrows at any prompt. If the arrows appear in front of an order, it means that the order requires action by a clerk or nurse.

+, - The plus symbol at the bottom left-hand side of a screen of information indicates that more than one screen of information exists. Use the plus and minus keys to navigate up and down. If the + is displayed in front of a lab order, it means that the lab test will be done multiple times, according to a selected schedule.

Shortcut You can jump through a sequence of actions and screens by entering the names (or their abbreviations) separated by semi-colons.
Shortcut Example: CC;O;AD;L will take you through Chart Contents, Orders, Add Orders, and to Lab.

Icons

Icons used to highlight key points in this manual include:

Required security keys

Indicates important information that the user should take note of.

Notifications

Notifications are important messages that alert providers to certain clinical events (for example, a critical lab value). Some notifications are for information only; others allow you to take follow-up action to the event that triggered the notification. They may also notify providers of conditions such as unsigned orders. Notifications are automatically deleted after being displayed or when a follow-up action is taken.

Notifications are retained for a predetermined amount of time (up to 30 days), after which they may be sent to another destination, such as your MailMan surrogate or your supervisor. Confer with your clinical coordinator to establish and set up these options. You can also confer with your clinical coordinator to select what types of notifications you will receive. Some notifications are mandatory, however, and cannot be disabled. See the Personal Preferences section in this manual for further information about notifications.

CPRS and the List Manager User Interface

CPRS was built to run in both the Windows operating environment (usually referred to simply as Windows) and on terminals. The Windows version of CPRS is described in another manual. This manual describes the terminal, text-based version of CPRS.
If you are not already familiar with List Manager applications, this section will take you on a quick tour of the interface. If you are already familiar with the List Manager interface, you can skip to the next section, *Using CPRS*.

List Manager is designed to display a list of clinical items (based on criteria you set) that you perform various actions on. An example of a CPRS screen in List Manager format is shown here, with explanations of the various components on the screen.

List Manager Conventions

List Manager is a tool designed so that a list of items can be presented to the user to perform *actions* on.

Screen Title

Header area

List area

Message Window

Action area

```
Allergies and Alerts    Apr 17, 1997 15:31:52      Page: 1 of  1
TURNER,TOMMY   123-90-2342          2B             MAR 4,1932 (64)

   Item                                                  Effective
   Allergies/Adverse Reactions                       |
   No assessment available                           |
                                                     |
   Patient Postings                                  |
   <None>                                            |
                                                     |
   Immunizations                                     |
   <None>                                            |
                                                     |
+       Enter the numbers of the items you wish to act on.    >>>
NW Enter New Allergy/ADR  CG (Change View...)  SP Select New Patient
+ Next Screen             CC Chart Contents ...Q  Close Patient Chart
Select: Close Patient Chart//
```

Descriptions of List Manager Screen Components

Component	Description
Screen title	The screen title changes according to what type of information List Manager is displaying (e.g., Chart Contents, Cover Sheet, Active Orders, Lab Orders, etc.). Use this title as an identifier to confirm your location at any time.
Header area	The header area is a "fixed" (non-scrollable) area that displays patient information. It also tells if there is more than one page of information and which page you're currently on (e.g., Page: 1 of 3).
List area	(scrolling region) This area scrolls and displays the information that you can take action on.
Message window	This section displays a plus (+) sign, minus (-) sign, >> symbols, or informational text (i.e., Enter ?? for more actions). A plus sign means more information is available; enter it at the action prompt to "jump" forward a page; a minus sign "jumps" back a screen.; > moves you to more information on the right; and < moves you back to the left or main screen. Other allowable actions may be displayed in the message window.
Action area	A list of actions display in this area of the screen. If you enter double question marks (??) at the "Select Action(s)" prompt, you are shown a "hidden" list of additional actions that are available to you.

Using CPRS

Entering CPRS

You can take several routes to get into CPRS to enter orders and progress notes, review them, and display reports and results for individual patients. The route you choose depends on how your site has set up your menus, what your primary purpose is, and what seems most convenient to you.

- The **CPRS Clinician Menu** on the main Clinician's Menu.
- One of the following menus or options on the Clinician's Menu
  - Add New Orders
  - Act on Existing Orders
  - Results Reporting

This Guide describes going through the CPRS Clinician Menu, which provides a multi-faceted view of a patient's medical record.

When you enter the CPRS Clinician Menu, you will see this screen:

```
Provider        Mar 26, 1997 17:10:52          Page:    1 of    1
Current patient: ** No patient selected **

   Patient Name                   ID        DOB            Room-Bed
      No patients found.




            Enter the number of the patient chart to be opened
+   Next Screen        CV  Change View ...        FD Find Patient
-   Previous Screen    SV  Save as Default List   Q  Close

Select Patient: Change View//
```

Selecting a Patient

The Patient Selection screen offers three methods for finding your patient:

- Entering a name from a list (if you have one defined and set as your default,
- Entering a patient's name (or last initial + last 4 letters of SSN) at the Select Patient prompt, or
- Entering FD (Find Patient), entering a ward or clinic name, then selecting a patient name from the list that appears.

The Cover Sheet

The Cover Sheet of the selected patient chart displays the patient's name, SSN, date of birth, age, unit/location, allergies/adverse reactions, patient postings, vitals, immunizations, and service connection.

☞**NOTES:**
- **You may only have one patient chart open at any given time**
- **Two users may not simultaneously take actions on orders for the same patient**

```
Cover Sheet              Mar 21, 1997 10:02:35        Page:  1 of  2
ANDERSON,H C   321-12-3456      2B         JAN 1,1951 (46)   <CW>
Attend: WELBY,M    PrimCare: DEFA,T      PCTeam: CURTTEAM

     Item                                       Entered

     Allergies/Adverse Reactions            |
1    Moderate reaction to STRAWBERRIES (rash) | 10/23/95
2    Severe reaction to PENICILLIN          | 11/06/95
     Patient Postings                       |
3    CRISIS NOTE                            | 02/24/97 08:28
                                            |
     Recent Vitals                          |
     B/P:   120/80                          | 02/24/97 11:45
     Pulse: 80                              | 02/24/97 11:45
     Resp:  27                              | 02/24/97 11:45
                                            |
     Immunizations                          |
     Tuberculosis.                          | 02/24/97 12:00
+        Enter the numbers of the items you wish to act on.     >>>
NW   Enter New Allergy/ADR    CV (Change View ...) SP Select New Patient
AD   Add New Orders           CC Chart Contents ... Q Close Patient Chart

Select: Next Screen//
```

If a patient has CWAD (Cautions, Warnings, Allergies, or Directives), they are displayed here.

Actions

Enter the display numbers of the items you wish to change or act on. A menu of available actions is then presented for selection. You can also choose the action first and then the item.
- Enter NW to document a new allergy.
- Enter AD to add new orders for this patient from any page in the chart.
- Enter CC to see a list of the other "pages" of the chart.
- Enter SP to select a different patient.
- Enter ?? to see a list of other actions available.

More Actions

When you enter two question marks (??) at the prompt, the following (hidden) actions are displayed. They can also be used at any prompt.

```
+     Next Screen        UP   Up a Line          AD   Add New Orders
-     Previous Screen    DN   Down a Line        RV   Review New Orders
FS    First Screen       >    Shift View to Right CWAD Display CWAD Info
LS    Last Screen        <    Shift View to Left  PI   Patient Inquiry

GO    Go to Page         PS   Print Screen       SL   Search List
RD    Redisplay Screen   PT   Print List         EX   Exit
ADPL  Auto Display On/Off
```

Alerts, Allergies, and Patient Postings

You can access some patient information directly from the Cover Sheet, without going to other tabs.

- Allergies
- Patient Postings
- Recent Vitals
- Immunizations
- Eligibility
-

From this screen, you can view a detailed display of any of these items, or you can record new allergies.

```
Cover Sheet                    Mar 21, 1997 10:02:35            Page:  1 of  2
ANDERSON,H C   321-12-3456         2B        JAN 1,1951 (46)   <CW>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM

      Item                                  Entered
      Allergies/Adverse Reactions          |
1     Moderate reaction to STRAWBERRIES (rash) | 10/23/95
2     Severe reaction to PENICILLIN        | 11/06/95
      Patient Postings                     |
4     CRISIS NOTE                          | 02/24/97 08:28
5     CLINICAL WARNING                     | 01/15/97
                                           |
      Recent Vitals                        |
      B/P:   120/80                        | 02/24/97 11:45
      Ht:    70                            | 02/24/97 11:45
      Pulse: 80                            | 02/24/97 11:45
      Resp:  27                            | 02/24/97 11:45
                                           |
      Immunizations                        |
      Tuberculosis.                        |02/24/97 12:00
+     Enter the numbers of the items you wish to act on.   >>>
NW   Enter New Allergy/ADR    CV (Change View ...)   SP Select New Patient
AD   Add New Orders           CC Chart Contents ...  Q Close Patient Chart
Select: Next Screen//
```

Allergies/Alerts Detailed Display

```
Allergies/Alerts Display    Mar 21, 1997 10:02:35    Page:  1 of  2
ANDERSON,H C   321-12-3456       2B         JAN 1,1951 (46)   <CW>


CODEINE

      Signs/Symptoms: NAUSEA,VOMITING
                      DIARRHEA
               Type: DRUG
             Status: NOT VERIFIED
Observed/Historical: OBSERVED
                      04/06/95 (SEVERE)
         Originator: ANDERSON,CURTIS
                      PHYSICIAN
      04/06/95 14:40
PATIENT EXHIBITS SEVERE GASTRIC PAIN WHEN GIVEN CODEINE.
+         Enter the numbers of the items you wish to act on.       >>>
+    Next Screen          UP  Up a Line            PS   Print Screen
-    Previous Screen      DN  Down a Line          PL   Print Data
FS   First Screen         GO  Go to Page           Q    Close
LS   Last Screen          SL  Search List

Select Action: Close//
```

Chart Contents

The Patient Chart is composed of screens that represent the pages of a traditional paper patient chart. The Chart Contents screen provides easy, logical access to other screens that show specialized patient information.

```
  Cover Sheet          Orders           Imaging          Reports
  Problems             Meds             Consults
  Notes                Labs             D/C Summaries
```

When you choose most of these, the first thing you see is a list of current items for this patient (active problems, progress notes, lab results, orders, or meds). You can then review any of the items in greater detail, edit or cancel them if appropriate, or order new ones.

HINT: To quickly jump through a series of screens, enter the names or abbreviations of the actions, separated by semi-colons. Example: CC;Orders;Meds.

```
Cover Sheet            Mar 23, 1997 18:28:29          Page:    1 of    2
ANDERSON,H C   321-12-3456        2B            JAN 1,1951 (46)    <CW>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM


      Item                                        Entered
      Allergies/Adverse Reactions               |
1     Moderate reaction to STRAWBERRIES (rash)  | 10/23/95
2     Severe reaction to PENICILLIN             | 11/06/95
      (nausea,vomiting, diarrhea)               |
3     ERYTHROMYCINS/MACROLIDES (itching,watering| 03/06/97
      eyes)                                     |
      Patient Postings                          |
4     CRISIS NOTE                               | 02/24/97 08:28
5     CLINICAL WARNING                          | 01/15/97
                                                |
      Recent Vitals                             |
      B/P:   120/80                             | 02/24/97 11:45
      Ht:    70                                 | 02/24/97 11:45
      Pulse: 80                                 | 02/24/97 11:45
      Resp:  27                                 | 02/24/97 11:45
                                                |
      Immunizations                             |
      Tuberculosis.                             |02/24/97 12:00
                                                |
+     Enter the numbers of the items you wish to act on.        >>>
  Cover Sheet            Orders           Imaging          Reports
  Problems              Meds             Consults
  Notes                 Labs             D/C Summaries
Select chart component:
```

Problems

The Problems tab is used to document and track a patient's health care problems. It provides you with a current and historical view of the patient's problems across clinical specialties and it allows you to trace each identified problem through the **V***IST***A** system in terms of treatment, test results, and outcome. To go to the Problems screen, select the Problems tab at the bottom of the Chart Contents screen.

In the Problems tab, you can change the display to see customized lists of problems, edit a problem to reflect changes, and add a new problem.

To enter the Problems screen:

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3.   Select a patient from the list, or enter another one.

4. The Cover Sheet for this patient appears.
5. Choose Chart Contents (CC); the Chart Contents tabs appear at the bottom of the screen.

Hint: Enter CC;P for a shortcut

```
Cover Sheet             Mar 26, 1997 14:28:25    Page:    1 of    2
ANDERSON,H C     321-12-3456      2B         JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM


      Item                                          Entered
      Allergies/Adverse Reactions                 |
1     Moderate reaction to STRAWBERRIES (rash)    | 10/23/95
2     Severe reaction to PENICILLIN               | 11/06/95
      (nausea,vomiting, diarrhea)                 |
      Patient Postings                            |
3     CRISIS NOTE                                 | 02/24/97 08:28
                                                  |
      Recent Vitals                               |
      B/P:   120/80                               | 02/24/97 11:45
      Pulse: 80                                   | 02/24/97 11:45
      Resp:  27                                   | 02/24/97 11:45
                                                  |
      Immunizations                               |
      Tuberculosis.                               |02/24/97 12:00
+     Enter the numbers of the items you wish to act on.      >>>
  Cover Sheet        Orders          Imaging           Reports
  Problems           Meds            Consults
  Notes              Labs            D/C Summaries
Select chart component: Problems
Searching for the patient's chart ...
```

6. Choose Problems from the Chart Contents list.

Problems, cont'd

7. The Problem List appears. The default is to show Active Problems (status is listed on the far right of the screen).

Problem List Example

```
Active Problems               Oct 08, 1997 08:12:50    Page:    1 of    2
HOOD,ROBIN   603-04-2591P            1A        APR 25,1931 (66)   <CWAD>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM
                    Selected date range:  None Selected
     Problem                                   Onset      Updated   Status
1    Essential Hypertension (401.9)        |              10/02/97  active
2    Hypertension (401.9)                  | 09/24/97     09/24/97  active
3    rich test #4 (799.9)                  | 09/12/97     09/12/97  active
4    Benign Hypertension (401.1)           | 09/11/97     09/11/97  active
5    Muscle hernia (553.9)                 | 09/11/97     09/11/97  active *

       Enter the numbers of the items you wish to act on.        >>>
NW Write New Problem    CV Change View ...    SP  Select New Patient
AD Add New Orders       CC Chart Contents ... Q   Close Patient Chart

Select: Chart Contents// NW   WRITE NEW PROBLEM
```

8. If you select one of the listed problems to review, you can choose one of the actions displayed below: Inactivate, Remove, Add Comment, or Detailed Display.

```
Active Problems               Oct 08, 1997 08:12:50    Page:    1 of    2
HOOD,ROBIN   603-04-2591P            1A        APR 25,1931 (66)   <CWAD>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM
                    Selected date range:  None Selected
     Problem                                   Onset      Updated   Status
1    Essential Hypertension (401.9)        |              10/02/97  active
2    Hypertension (401.9)                  | 09/24/97     09/24/97  active
3    rich test #4 (799.9)                  | 09/12/97     09/12/97  active
4    Benign Hypertension (401.1)           | 09/11/97     09/11/97  active
5    Muscle hernia (553.9)                 | 09/11/97     09/11/97  active *
+    Enter the numbers of the items you wish to act on.          >>>
     Inactivate              Add Comment              Detailed Display
     Remove                  Verify
Select Action:
```

9. To add a new problem, enter NW at the Select: Chart Contents: prompt, and then answer the prompts as shown in the example below:

```
Select: Chart Contents// NW   Write New Problem
PROBLEM: CFS
2 matches found
1   CFS * (ICD-9-CM 780.7)
2   Fatigue Syndrome, Chronic * (ICD-9-CM 780.7)
Type "^" to STOP or Select 1-2:  2
COMMENT (<60 char): <Enter>
DATE OF ONSET: 6/97  (JUN 1997)
STATUS: ACTIVE// <Enter> ACTIVE
  (A)cute or (C)hronic? CHRONIC
```

Problems, cont'd

```
>>>  Currently known service-connection data for ANDERSON,H C:
      SC Percent: 30%
      Disabilities:
OSTEITIS DEFORMANS                             30% - SERVICE CONNECTED
BONES,CAISSON DISEASE OF                       40% - SERVICE CONNECTED
Is this problem related to a service-connected condition? NO


------------------------------------------------------------------
  Problem: Fatigue Syndrome, Chronic


    Onset: 6/97                               SC Condition: NO
   Status: ACTIVE/CHRONIC                        Exposure: <none>
Provider: GREEN,JOANN
  Service: MEDICINE
 Recorded: 8/26/97 by GREEN,JOANN
------------------------------------------------------------------
 (S)ave this data, (E)dit it, or (Q)uit w/o saving? SAVE// <Enter>

Saving ... done.
>>>  Please enter another problem, or press <return> to exit.
PROBLEM: <Enter>
```

Change View

If you select Change View here, you can change the display to a different status; i.e.,
inactive problems or both inactive and active problems.

```
Select: Chart Contents// CV   Change View ...
     Status     Save as Preferred View    Remove Preferred View

Select attribute(s) to change: STATUS

Select Problem Status: active//?

Enter the status of the problems you wish to see listed here.
Choose from:
   active
   inactive
   both active & inactive

Select Problem Status: active// B  Both active & inactive
```

Notes

You can review, enter, sign, or edit progress notes for one patient at a time through the CPRS. To review, edit, or sign progress notes for multiple patients, use the Text Integration Utilities menu.

To enter a Progress Note:

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.
5. Choose Chart Contents (CC).

Shortcut: Enter CC;N

```
Cover Sheet          Mar 26, 1997 14:28:25     Page:    1 of    2
ANDERSON,H C   321-12-3456       2B        JAN 1,1951 (46)  <CWA>
Attend: WELBY,M    PrimCare: DEFA,T      PCTeam: CURTTEAM


     Item                                      Entered
     Allergies/Adverse Reactions          |
1    Moderate reaction to STRAWBERRIES (rash) | 10/23/95
2    Severe reaction to PENICILLIN        | 11/06/95
     (nausea,vomiting, diarrhea)          |
3    ERYTHROMYCINS/MACROLIDES (itching,watering | 03/06/97
     eyes)                                |
     Patient Postings                     |
4    CRISIS NOTE                          | 02/24/97 08:28
5    CLINICAL WARNING                     | 01/15/97
                                          |
     Recent Vitals                        |
     B/P:   120/80                        | 02/24/97 11:45
     Ht:    70                            | 02/24/97 11:45
     Pulse: 80                            | 02/24/97 11:45
     Resp:  27                            | 02/24/97 11:45
                                          |
     Immunizations                        |
     Tuberculosis.                        |02/24/97 12:00
    +    Enter the numbers of the items you wish to act on.    >>>
  Cover Sheet      Orders         Imaging            Reports
  Problems         Meds           Consults
  Notes            Labs           D/C Summaries
Select chart component: notes
Searching for the patient's chart ...
```

6. Choose Notes from the Chart Contents list.

Notes, cont'd

7. A list of notes appears (the default is to show Signed Notes).

```
Signed Notes          Mar 26, 1997 14:33:48       Page:   1 of   1
ANDERSON,H C   321-12-3456      2B      JAN 1,1951 (46)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM


      Title                      Written      Author       SigSt
1     Adverse React/Allergy    | 03/17 17:15  GREEN,J      compl
2     CLINICAL WARNING         | 02/21 09:16  DEFA,T       compl
3     General Note             | 01/24 14:18  RUSSELL,J    compl
4     SOAP - GENERAL NOTE      | 12/04 14:39  RUSSELL,J    compl

        Enter the numbers of the items you wish to act on.      >>>
NW  Write New Note      CV Change View ...    SP Select New Patient
AD  Add New Orders      CC Chart Contents ...Q  Close Patient Chart
Select: Chart Contents//
```

   8. Enter NW for Write New Note. Respond to the following prompts as appropriate.

```
Select: Chart Contents// NW   Write New Note
Available note(s):  11/22/96 thru 02/24/97  (9)
Do you wish to see any of these notes? NO// <Enter>

Personal PROGRESS NOTES Title List for JOANN GREEN

    1     Crisis Note
    2     Advance Directive
    3     Adverse Reactions
    4     Other Title

TITLE:  (1-4): 3// <Enter>
    Adverse React/Allergy

Creating new progress note...
         Patient Location:  2B
    Date/time of Admission:  09/21/95 10:00
        Date/time of Note:  NOW
           Author of Note:  GREEN,JOANN
    ...OK? YES//
SUBJECT (OPTIONAL description): <Enter>

Calling text editor, please wait...
  1>GETTING MORE TESTS TODAY.
  2> <Enter>

EDIT Option:
Save changes? YES// <Enter>
Saving Adverse React/Allergy with changes...
Enter your Current Signature Code: <Enter>
NOT SIGNED.
Press RETURN to continue...
Print this note? No// YES
Do you want WORK copies or CHART copies? CHART// WORK
DEVICE: HOME//  <Enter> VAX
```

You can define a
Title List like
this in Personal
Preferences.

Your site can set a parameter to turn
this prompt off.

Notes, cont'd

```
------------------------------------------------------------------
ANDERSON,H C  321-12-3456                          Progress Notes
------------------------------------------------------------------
NOTE DATED: 03/26/97 17:15    ADVERSE REACT/ALLERGY
ADMITTED: 09/21/95 10:00 2B
GETTING MORE TESTS TODAY.


             JOANN GREEN 03/17/97 17:15



Enter RETURN to continue or ^ to exit:
Searching for the patient's chart ...
```

To sign a Progress Note:

9. Select Notes from the Chart Components screen.

```
Select chart component: N   Notes
Searching for the patients chart ...


Completed Progress Notes      Mar 17, 1997 17:10:56   Page:  1 of    1
ANDERSON,H C   321-12-3456            2B         JAN 1,1951 (46)   <CW>
Attend: WELBY,M     PrimCare: DEFA,T     PCTeam: CURTTEAM
Title                                 Written          Sig Status
1  Adverse React/Allergy            | 03/26 15:28       unsig
2  Adverse React/Allergy            | 03/25 09:39       unsig
3  CRISIS NOTE                      | 02/24/97 08:28    completed
4  CLINICAL WARNING                 | 02/21/97 09:16    completed
5  General Note                     | 01/24/97 14:18    completed
6  CLINICAL WARNING                 | 01/15/97           completed
       Enter the numbers of the items you wish to act on.      >>>
NW  Write New Note   CV  Change View ...     SP  Select New Patient
AD  Add New Orders   CC  Chart Contents ...  Q   Close Patient Chart
Select: Chart Contents//  CV
```

10. Select CV for Change View, to see all your unsigned notes.

```
1    all signed        4    signed/author      Save as Preferred View
2    my unsigned       5    signed/dates       Remove Preferred View
3    my uncosigned
Select context: 2
```

11. Enter the number of the note to be signed.

```
Unsigned Progress Notes     Mar 17, 1997 17:13:22     Page:  1 of    1
ANDERSON,H C   321-12-3456            2B         JAN 1,1951 (46)   <CW>
Attend: WELBY,M     PrimCare: DEFA,T     PCTeam: CURTTEAM

   Title                              Written    Author      SigSt
1  Adverse React/Allergy            | 03/26 15:28  GREEN,J  unsig
2  Nursing Education Note           | 03/25 09:39  GREEN,J  unsig


    Enter the numbers of the items you wish to act on.        >>>
NW  Write New Note     CV  Change View ...     SP  Select New Patient
AD  Add New Orders     CC  Chart Contents ...  Q   Close Patient Chart
Select: Chart Contents// 1
```

12. The selected unsigned note and actions appear. Select Sign

```
Unsigned Notes          Mar 26, 1997 15:30:04      Page:   1 of    1
```

```
ANDERSON,H C    321-12-3456        2B          JAN 1,1951 (46)   <CWA>

    Title                                   Written    Author    SigSt
1  Adverse React/Allergy                  | 03/26 15:28  GREEN,J  unsig



        Enter the numbers of the items you wish to act on.        >>>
    Edit                Detailed Display    Identify signers
    Make Addendum       Browse              Copy
    Sign                Print               Delete
Select Action: S    SIGN
```

Orders

From the Orders tab, you can review current orders for a patient and place new orders for consults, medications, lab tests, radiology procedures, diets, consults, and procedures, as well as nursing and activity orders.

Reviewing orders

1. After selecting a patient, select the Chart Contents (CC) action.

```
Cover Sheet              Mar 23, 1997 18:36:36       Page:  1 of    2
ANDERSON,H C         321-12-3456    2B          JAN 1,1951 (46)   <CW>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTTEAM

      Item                                       Entered
      Allergies/Adverse Reactions              |
1     Moderate reaction to STRAWBERRIES (rash) | 10/23/95
2     Severe reaction to PENICILLIN            | 11/06/95
      (nausea,vomiting, diarrhea)              |
3     ERYTHROMYCINS/MACROLIDES (itching,watering | 03/06/97
      eyes)                                    |
      Patient Postings                         |
4     CRISIS NOTE                              | 02/24/97 08:28
5     CLINICAL WARNING                         | 01/15/97
                                               |
      Recent Vitals                            |
      B/P:   120/80                            | 02/24/97 11:45
      Ht:    70                                | 02/24/97 11:45
      Pulse: 80                                | 02/24/97 11:45
      Resp:  27                                | 02/24/97 11:45
                                               |
      Immunizations                            |
      Tuberculosis.                            |02/24/97 12:00
                                               |
    +     Enter the numbers of the items you wish to act on.       >>>
  Cover Sheet          Orders            Imaging          Reports
  Problems             Meds              Consults
  Notes                Labs              D/C Summaries
Select chart component: O   Orders
Searching for the patient's chart
```

2. Select the Orders tab.

> **Shortcut:**
> You can enter AD here to skip the next screen (if you don't want to review orders).

3. The Active Orders screen for your patient is displayed.

```
Active Orders                 Mar 23, 1997 18:38:27          Page: 1 of   13
ANDERSON,H C      321-12-3456    2B                  JAN 1,1951 (46)   <CW>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM

      Item Ordered                        Requestor    Start  Stop    Sts
1     LITHIUM SERUM LC LB #876           | MALMROSE,C  03/23/97       actv
                                         |             18:10
2     MAGNESIUM SERUM LC LB #876         | MALMROSE,C  03/23/97       actv
                                         |             18:10
3     CHEM 7 SERUM LC LB #876            | MALMROSE,C  03/23/97       actv
                                         |             18:10
4   + CBC BLOOD LC LB #876 Q4D           | MALMROSE,C  03/23/97       actv
                                         |             18:10
5     Consult to Surgery Bedside         | GREEN,J                    pend
7     >> Change Treating Specialty to    | GREEN,J     03/17/97       unr
         SURGERY
      Attending: LINCOLN,MIKE Primary:   |             17:39
8     >> TPR B/P Ht Wt q2h               | GREEN,J                    unr
9     NPO Diet Effective MIDNIGHT        | GREEN,J                    unr
              +      Enter the numbers of the items you wish to act on.
AD  Add New Orders    CV  Change View ...    SP  Select New Patient
+   Next Screen       CC  Chart Contents ...  Q  Close Patient Chart
Select: Next Screen// AD
```

NOTE: + in front of a Lab order indicates that this order will be done multiple times according to a selected schedule.

Change View

You can change the way orders are displayed by selecting Change View at the Active Orders screen and choosing one of the criteria listed. You can save a view to be your default view; i.e., the view that displays whenever you go into the orders screen.

```
Select: Next Screen// CV   Change View ...
     Status                 Date range            Save as Preferred View
     Service/Section        Short Format          Remove Preferred View
Select attribute(s) to change: SH   Short Format
Searching for the patient's chart ...
```

Short Format Example

This format doesn't list the requestor or stop date.

```
Active Orders                 Apr 09, 1997 17:06:10         Page:    1 of   10
ANDERSON,H C   321-12-3456        2B                JAN 1,1951 (46)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM
     Item Ordered                        Start Date         Order Status
1  >> TPR B/P q1d *UNSIGNED*             |                  unreleased
2     >> Diagnosis SIKOCIS              | 03/28/97 17:32   active
3     >> Condition FARFRMGROVIN         | 03/28/97 17:32   active
4    Reaction to BEESWAX Mar 28, 1997   | 03/28/97         active
6     >> Condom Catheter CONVERTABLE    | 03/28/97 17:32   active
+     Enter the numbers of the items you wish to act on.          >>>
AD  Add New Orders    CV  Change View ...    SP  Select New Patient
+   Next Screen       CC  Chart Contents ... Q  Close Patient Chart
Select: Next Screen//
```

Orders, cont'd

Order Screen Actions

When you select an order (by entering the number of the order at the Select Action prompt), a list of actions appears that you can perform on that order.

☞**NOTE:** This is a significant change from OE/RR, where the actions were visible at the bottom of the review screen before you selected an order.

```
Select: Next Screen// 2

Active Orders                    Jul 24, 1997 14:38:38      Page:    1 of   17
ANDERSON,H C    321-12-3456              2B            JAN 1,1951 (46) <CWA>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM
      Selected date range:  Not Applicable (active orders being viewed)
      Item Ordered                            Requestor   Start Stop   Sts
1     Electrocardiogram Bedside              | MCDANIEL,D            pend
2     CHEM 7 SERUM WC LB #1535               | MALMROSE,C            pend
3     CBC & MORPHOLOGY (WITH DIFF) BLOOD SP LB | MALMROSE,C 07/20/97  actv
      #1534                                  |            16:51
4     Consult to Neurology Bedside           | MCDANIEL,D            pend
5     SODIUM, SODIUM SERUM, SERUM WC, WC     | MALMROSE,C            actv
6     GLUCOSE SERUM WC LB #1525              | MALMROSE,C 07/16/97   actv
                                             |            07:42
7   + CBC BLOOD WC LB #1522 Q4D              | MALMROSE,C 07/16/97   actv
                                             |            07:35
8     WESTERGREN* BLOOD WC LB #1522          | MALMROSE,C 07/16/97   actv
                                             |            07:35
9     DIFF & RBC MORPHOLOGY BLOOD WC LB #1522 | MALMROSE,C 07/16/97   actv
                                             |            07:35
      +       Enter the numbers of the items you wish to act on.           >>>
  Change        Sign          Flag          Details          Copy
  Renew         Hold          Unflag        Results          Print ...
  Discontinue   Release Hold  Ward Comments Alert Results
Select Action:
```

These actions are described on the next page.

Order Actions

Action	Description
Change	Inpatient Medications allows editing of orders while they are still pending. Other service/sections require the old order to be "DC'd" (cancelled) and a new order to be added, if the original was incorrect. Changed orders appear on the Review Screen as DC'd orders, along with the new order.
Renew	If allowed by the service (usually only Pharmacy), you can renew/reinstate order(s) that have been discontinued.
Discontinue	Lets you discontinue orders that haven't been released to the service yet or that hasn't expired yet. After you request that an order be discontinued, you must electronically sign it or indicate that it's been signed on the chart. It will then show up on the "New/Unsigned Orders" screen as a discontinued order. If an order is discontinued by the service, a notification will be triggered that the order (for discontinuation) requires a chart signature.
Sign	This lets you sign an order electronically by entering your electronic signature code, or indicate that the order was signed on-chart.
Hold	You can place an Order on hold, preventing further processing until "unhold" action or expiration of order. Not all packages may allow their orders to be placed on hold; Pharmacy orders may be placed on hold, but Lab orders can't.
Release Hold	This action allows an order to continue its processing.
Flag	This action lets you place a notice that the order needs clarification or further instructions.
Unflag	Takes the flag off after clarification or instructions are received.
Ward Comments	You can add ward comments about an order; these will be displayed on the Details screen.
Details	More information about the selected order is displayed.
Results	Allows you to (enter or view) results for an order.
Alert Results	Allows you to (enter or view) alert results for an order.
Copy	This is a shortcut that allows you to copy an order, rather than having to completely write a new order. This action is useful for when hospital policy requires that new orders be written periodically, or when orders are discontinued for ward transfers.

Print
  Labels
  Work Copies
  Service Copies
  Requisitions
  Chart Copies
	When you select the Print action, it presents the types of printing allowed. You can print Labels or Requisitions. You can print a copy of all current orders, by service or Ward, using a pre-defined format. Each hospital can only have one format for Service Copies or Work Copies. These copies will normally be printed on a service printer. You can print a copy of all current orders that would appear on a patient's chart, using a pre-defined format. ***Each hospital can only have one format for Chart Copies.***

Add New Orders

The *Add New Orders* action leads to the Add Orders screen. The Add Orders screen varies widely from user to user, based on how your local coordinators have set it up to best fit your needs. You can order from many services, by individual order, by several selections separated by commas, or by a range of numbers separated by a hyphen. After completing one order, you proceed automatically to the next.

When you have finished placing orders, enter Q. You will then be prompted to sign these new orders. When the order(s) are signed, service copies print to the appropriate area(s) for action. Chart copies may print at the nurses' station/patient location.

Items with ellipses (…) after them bring up menus of available items within that category. Other orders are "quick orders." These are commonly ordered items that have been set up with pre-defined defaults, reducing the number of prompts.

Add Orders Screen Example

```
Add Orders              Mar 23, 1997 18:39:34              Page:    1 of    1
ANDERSON,H C   321-12-3456          2B          JAN 1,1951 (46)    <CW>
Attend: WELBY,M    PrimCare: DEFA,T       PCTeam: CURTTEAM

0   ORDER SETS...       30 PATIENT CARE...       70 LABORATORY...
1   Patient Movement    31 Condom Catheter       71 Chem 7
2   Diagnosis           32 Guaiac Stools         72 T&S
3   Condition           33 Incentive Spirometer  73 Glucose
4   Allergies           34 Dressing Change       74 CBC w/Diff
                                                  75 PT
10  PARAMETERS...       40 DIETETICS...          76 PTT
11  TPR B/P             41 Regular Diet          77 CPK
12  Weight              42 Tubefeeding           78 CPK
13  I & O               43 NPO at Midnight       79 LDH
14  Call HO on                                   80 Urinalysis
                        50 IV FLUIDS...          81 Culture & Suscept
20  ACTIVITY...         51 OUTPATIENT MEDS...
21  Ad Lib              55 INPATIENT MEDS...      90 OTHER ORDERS...
23  Bed Rest / BRP                               91 EKG: Portable
24  Ambulate TID        60 IMAGING ...
25  Up in Chair TID     61 Chest 2 views PA&LAT  99 Text Only Order
           Enter the number of each item you wish to order.         >>>
+   Next Screen         TD  Set Delay ...        Q   Done

Select Item(s): Done//
```

Set Delay

The Set Delay action lets you place advance orders for admissions, transfers, or discharges. These orders will not be released until the event occurs.

```
Select Item(s): Done// TD
 (Admission)                            Transfer
 Discharge                             (No Delay)
Delay release of orders until:
```

Quick Orders

Quick Orders allow you to enter diets, labs, meds, etc. without going through as many steps. These are types of orders that clinicians have determined to be their most commonly ordered items, with standard collection times, routes, and other conditions. To select a quick order from the AD order screen, simply enter the number shown on your Add Orders menu (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.), then the conditions for the order are displayed for you to accept, edit, or cancel.

Order Sets

Order sets are comprised of a group of related quick orders. The purpose is to minimize the number of prompts to answer for a common protocol or set of orders.
See your coordinator or the CPRS Set-Up Guide for instructions about creating order sets. If your site has created order sets (e.g., for admission orders, pre-op orders, etc.), you can select one from the Add Orders screen.

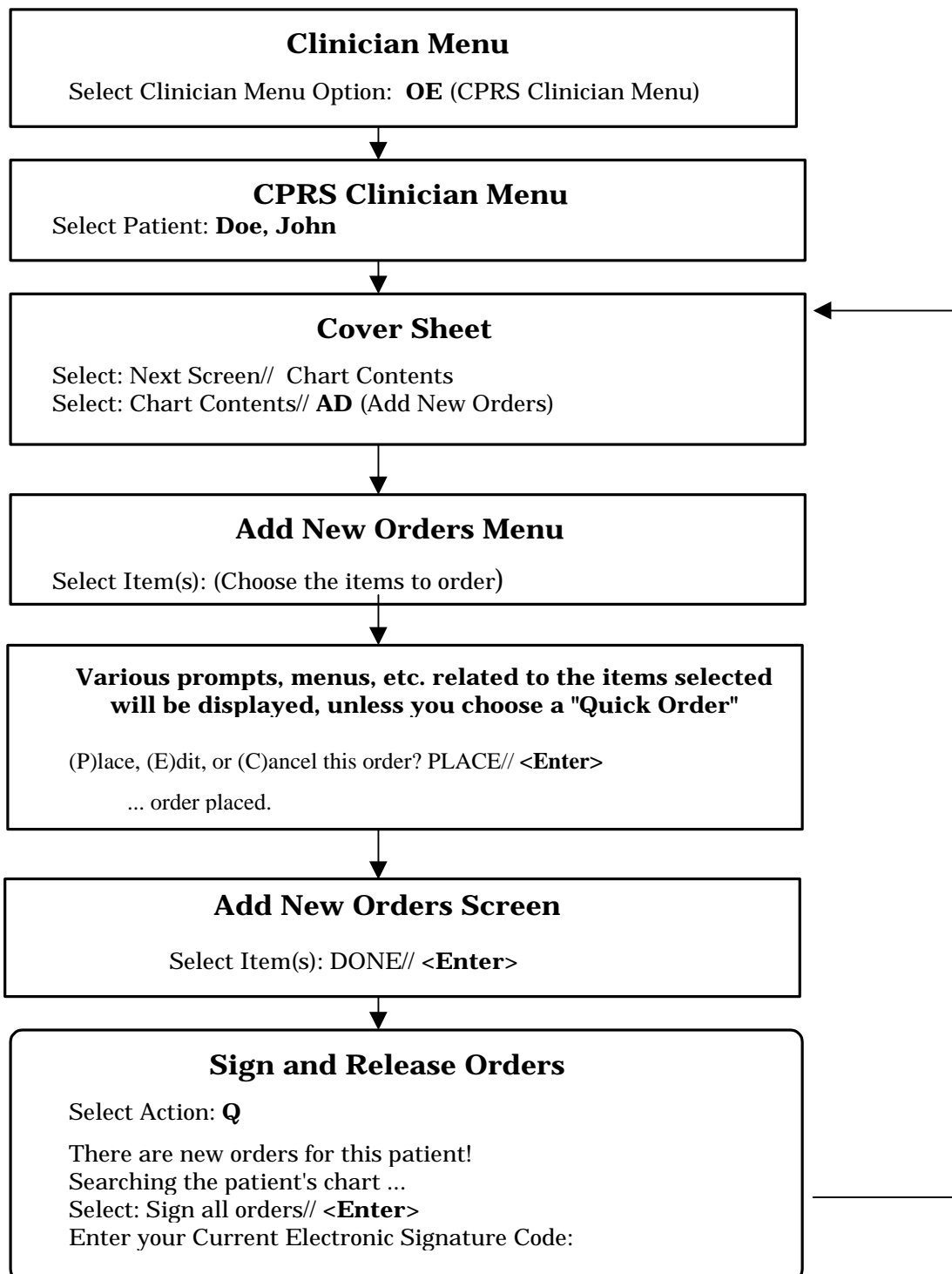## Reviewing and Signing New Orders

After you have entered all of your orders for a patient and you accept the default of DONE at the Select Action Prompt, you are returned to the Cover Sheet. If you enter Q to exit the patient chart, the New Orders screen is displayed and you are prompted to sign all orders you have just placed.

You can also enter RV from other screens where Review New Orders doesn't appear as an action (it's on the hidden menu). You can then sign all orders, if you wish.

```
New Orders                Oct 09, 1997 09:52:06         Page:  1 of    1
ANDERSON,H C   321-12-3456    2B               JAN 1,1951 (46)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T     PCTeam: CURTTEAM
               Selected date range:  None Selected
     Item Ordered                          Requestor   Start  Stop   Sts
1  >> TPR B/P QD *UNSIGNED*             │  GREEN,J                    unr
2  >> Ambulate TID *UNSIGNED*           │  GREEN,J                    unr
3  NPO Diet *UNSIGNED*                  │  GREEN,J                    unr
4  COAGULATION (PT & PTT) BLOOD PLAS LC │  GREEN,J                    unr
   QD *UNSIGNED*                        │
5  Consult to CARDI Bedside *UNSIGNED*  │  GREEN,J                    unr



         Enter the numbers of the items you wish to act on.         >>>
+   Next Screen          $   Sign All Orders      Q   Close
-   Previous Screen      AD  Add New Orders

Select: Sign All Orders// <Enter> Sign All Orders
Enter your Current Signature Code: (XXXX)    SIGNATURE VERIFIED
Processing orders ...
Bed Rest / BRP active.
CHEM 7 BLOOD   SERUM LC pending...
```

Adding New Orders

Sequence of Screens and Actions

```
┌─────────────────────────────────────────────────────┐
│                  Clinician Menu                       │
│                                                       │
│   Select Clinician Menu Option:  OE (CPRS Clinician   │
│   Menu)                                                │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│                CPRS Clinician Menu                    │
│   Select Patient: Doe, John                           │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│                   Cover Sheet                         │
│                                                       │
│   Select: Next Screen//  Chart Contents               │
│   Select: Chart Contents// AD (Add New Orders)        │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│                Add New Orders Menu                    │
│                                                       │
│   Select Item(s): (Choose the items to order)         │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│   Various prompts, menus, etc. related to the items   │
│   selected will be displayed, unless you choose a     │
│   "Quick Order"                                        │
│                                                       │
│   (P)lace, (E)dit, or (C)ancel this order? PLACE//     │
│   <Enter>                                              │
│                                                       │
│        ... order placed.                               │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│               Add New Orders Screen                   │
│                                                       │
│   Select Item(s): DONE// <Enter>                      │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│             Sign and Release Orders                   │
│                                                       │
│   Select Action: Q                                     │
│                                                       │
│   There are new orders for this patient!              │
│   Searching the patient's chart ...                    │
│   Select: Sign all orders// <Enter>                   │
│   Enter your Current Electronic Signature Code:        │
└─────────────────────────────────────────────────────┘
```

Ordering, by Service/Category

Patient Movement

You can order patient movements —Admit, Transfer, Discharge, and Treating Specialty changes—with this order type.

Example

```
Add Patient Movement Orders Sep 03, 1997 08:13:41    Page:  1 of   1
ANDERSON,H C   321-12-3456    2B              JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T      PCTeam: CURTTEAM

1    Admit Patient
2    Transfer Patient
3    Discharge Patient
4    Change Treating Specialty




      Enter the number of each item you wish to order.           >>>
+   Next Screen            TD  Set Delay ...          Q   Done
-   Previous Screen        RV  Review New Orders ...
Select Item(s): Done//
```

Ordering Parameters/Activity/Patient Care Orders/Free Text

Parameters, Activity, Patient Care, and Free Text orders are different kinds of orders that are placed for nursing and ward staff to take action on. They **print only at the patient's ward/ location, and are not transmitted electronically to other Services for completion**.

Examples of these various kinds of nursing orders are:

Order type	Order
Parameters	vital signs
Activity	bed rest, ambulate, up in chair
Patient Care	skin and wound care, drains, hemodynamics
Free text	immunizations

Pre-defined nursing orders (quick orders) may be available under various sub-menus. Nursing orders may also be composed by selecting the Text Only option from the Order Screen. These orders require the ward staff to take action to complete the request.

Patient Care Orders Example

```
Add Orders              Apr 08, 1997 16:20:59        Page:    1 of    1
ANDERSON,H C 321-12-3456          2B                JAN 1,1951 (46) <CWA>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM

0   NURSING...           30 HEMODYNAMICS...          60 RESPIRATORY...
1   Chest Tube           31 Arterial Line            61 TCDB
2   Push Fluids          32 Arterial Sheath          62 Chest PT
3   Neuro Check          33 Venous Sheath            63 Suction
4   Glascow Coma         34 Swan Ganz Catheter       64 Trach Care
5   Guaiac Aspirate      35 Cardiac Output
6   Guaiac Emesis                                    70 OXYGEN THERAPY...
7   Urine pH             40 DRAINS...                71 O2 3lt nasal cannula
8   Urine Spec Grav      41 Colostomy                72 O2 4lt nasal cannula
                         42 Indwelling Urinary       73 Mask 35 per cent
20  SKIN & WOUND...      43 Hemovac                  74 Mask 40 per cent
21  Cold Packs           44 Ileostomy                75 Mask 50 per cent
22  Warm Packs           45 Jackson Pratt            76 Ventilator
23  Warm Soaks           46 Nasogastric
24  Air Mattress         47 Penrose
25  Water Mattress       48 Rectal Tube
26  Sheepskin            49 Urostomy                 99 Text Only Order
        Enter the number of each item you wish to order.          >>>
+    Next Screen          TD  Set Delay ...          Q   Done

Select Item(s): Done//
```

Ordering Diets

1. Select 40, Dietetics, from the Add Orders screen.

2. Enter the number (1) from the list of diet options.

NOTE:
Press <Enter>
after you enter
each response.

3. At the Diet prompt, type in the specific diet. A Diet prompt appears which provides for combination diets. Each combination is entered separately, e.g. Low Sodium <Enter> High protein <Enter>. If additional types are not desired, press <Enter>.

4. Enter the Effective date/time. (Automatically defaults to NOW.)

5. Enter the Expiration date/time. (Usually +28D for Med. and Psych. and +84D for EC)

6. Indicate the Delivery type. (Defaults to the unit's specific policy.)

7. The order displays. Select Edit, Cancel, or Place.

 NOTE: If you enter a diet request after routine meal times, you will automatically be prompted for a late tray. If needed, select the time of delivery.

Overview of New CPRS/POE Functionality

To make it easier for providers to enter medication orders and have fewer orders that needed to be changed by pharmacy and sent back for provider signature, the Pharmacy Ordering Enhancement (POE) project was undertaken. The aim of this project was to make it easier for clinicians to enter medication orders and have the computer do the work in the background to also get pharmacists the information they need to fill the orders appropriately.

In doing this, the ORDER DIALOG file was changed to alter how CPRS prompts clinicians for the information needed in a way that is more natural for them and will hopefully reduce the number of orders that need to be edited and sent back for signature again. Changes include removing the Dispense drug prompt and instead request a dose, using an API to ensure that the VA policy that a provider ordering a controlled substance must have a DEA or VA number, autocalculation of the quantity if a common dispense drug and a standard schedule are entered, and the availability of standard schedules to name a few.

For the List Manager interface, the changes will be seen in the dialogs that you normally use. In addition, another Medications item called Medications may have been added to your ordering menu. The Medications item can be used in addition to the existing dialogs for INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS. The only difference between this new dialog and the Inpatient and Outpatient dialogs is that Medications will automatically assign the ordering context (Inpatient vs. Outpatient) based on the selected patient's current admission/visit status. The Medications item provides a single dialog for medication orders instead of forcing the provider to pick among the INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS order dialogs. If the provider wants to use those specific dialogs, they are still available.

Note: With the new Medications item, the provider will not be able to write a prescription if the patient is currently admitted, or order an inpatient IV med for a patient in an outpatient clinic (i.e. you won't be able to write an order for the opposite context). Therefore, the old INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS items should still be available for the provider to use.

There are several other changes that are explained in the POE Release Notes.

Ordering Outpatient Medications with a Simple Dose

1. Select Medications or your normal outpatient medications menu item from your Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.

   Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number or a narcotic that requires a wet signature (rather than an electronic one). **For controlled substances**, CPRS displays the message "Provider must have DEA# or VA# to order this drug!" Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog. **For a narcotic**, the message is "This order will require a wet signature!"

   Non-formulary medications are identified by the words "non-formulary" in parenthesis to the right of the medication. For example, you might see

   ```
   ASPIRIN SUPP,RTL        (non-formulary)
   ```

   if you type in aspirin as the medication.

4. For a simple dose, type **N** and press <**Enter**>.
5. Select the dose, if one is displayed, or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter a Schedule.

   A message may display indicating what the normal fill for the selected medication is.

8. Enter a Days Supply. (The default fill is usually displayed.)
9. Enter the Quantity needed.
10. Enter Refills. This prompt must be answered. Enter 0 if no refills are desired.
11. Enter the method of delivery (WINDOW (automatic default), clinic or mail).
12. Enter a priority.
13. Enter comments if needed or desired.
14. The prescription displays. Select Edit, Cancel, or Place.
15. Enter another medication if desired. If you are finished and want to exit, press <Enter>.

Example: Ordering an Outpatient Medication with a Simple Dose

```
0   ORDER SETS...        30 PATIENT CARE...        70 LABORATORY...
1   Patient Movement     31 Condom Catheter        71 Chem 7
2   Diagnosis            32 Guaiac Stools          72 T&S
3   Condition            33 Incentive Spirometer   73 Glucose
4   Allergies            34 Dressing Change        74 Glucose in 15 minutes
    SUPPLY               35 IVPB QO                 75 CBC
10  PARAMETERS...        40 DIETETICS...           76 PTT
11  TPR B/P              41 Regular Diet            77 CPK
12  Weight               42 Tubefeeding             78 CPK
13  I & O                43 NPO at Midnight         79 LDH
14  Call HO on           44 High Mineral at Evening80 Urinalysis
                         50 IV FLUIDS...            81 Culture & Suscept
20  ACTIVITY...          51 OUTPATIENT MEDS...      89 Word Processing Order
21  Ad Lib               55 INPATIENT MEDS...       90 OTHER ORDERS...
23  Bed Rest / BRP       56 New Meds                91 EKG: Portable
24  Ambulate TID         60 IMAGING ...             98 Cardiology
25  Up in Chair TID      61 ECHOGRAM THYROID B SCAN99 Text Only Order
+        Enter the number of each item you wish to order.              >>>
+   Next Screen          TD  Set Delay ...          Q   Done

Select Item(s): Next Screen// 56    56

                        -- Medications --
Medication: as
     1    ASCORBIC ACID TAB
     2    ASPIRIN SUPP,RTL        (non-formulary)
     3    ASPIRIN TAB,CHEWABLE
     4    ASPIRIN TAB,EC
     5    ASPIRIN/BUTALBITAL/CAFFEINE TAB      (non-formulary)
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4    ASPIRIN TAB,EC   ASPIRIN TAB,EC
Complex dose? NO// n   NO
Choose from (or enter another):
     1    325MG      $0.006
     2    650MG      $0.012
     3    975MG    (non-formulary)
     4    1950MG   (non-formulary)
Dose: 1    325MG      $0.006
Route: ORAL//
Schedule: qam

*90-DAY FILL*

Days Supply: 90//
Quantity (TAB): 90//
Add New Orders              Sep 11, 2001@22:04:42      Page:   1 of 2
SMITH,JANE             333-44-5656             GM             4/13/66(35)

Refills (0-3): 3
Pick Up: WINDOW//
Priority: ROUTINE//
Comments:
  No existing text
  Edit? No//   (No)

-------------------------------------------------------------------------------
                   Medication: ASPIRIN TAB,EC   325MG
                 Instructions: 325MG ORAL QAM
                          Sig: TAKE 1 TABLET BY MOUTH EVERY MORNING
                  Days Supply: 90
               Quantity (TAB): 90
               Refills (0-3): 3
                      Pick Up: WINDOW
                     Priority: ROUTINE
-------------------------------------------------------------------------------
Order Checks:
>>>  Duplicate order: ASPIRIN TAB,EC   325MG [PENDING]

(P)lace, (E)dit, or (C)ancel this order? PLACE//
```

Ordering Outpatient Medications with Complex Doses

1. Select Medications or your normal outpatient medications menu item from your Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
   Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number or a narcotic that requires a wet signature (rather than an electronic one). **For controlled substances**, CPRS displays the message "Provider must have DEA# or VA# to order this drug!" Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog. **For a narcotic**, the message is "This order will require a wet signature!"

   Non-formulary medications are identified by the words "non-formulary" in parenthesis to the right of the medication. For example, you might see

   ```
   ASPIRIN SUPP,RTL        (non-formulary)
   ```

   if you type in aspirin as the medication.

4. For a complex dose, type **Y** and press <**Enter**>.
5. Select the first dose, if one is displayed, or enter a first dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter a Schedule.

   A message may display indicating what the normal fill for the selected medication is.

8. Enter How Long the patient should take this dose.
9. If you want to enter another dose, select a conjunction (the choices are and, then, or except). When you are through entering additional doses, press <**Enter**> at this prompt.
10. Repeat steps 5-9 as needed to create the complex dose.
11. Enter a Days Supply. (The default fill is usually displayed.)
12. Enter the Quantity needed. If a common dispense drug can be found, the application will try to calculate the quantity using this formula: schedule x days supply = quantity.
13. Enter Refills. This prompt must be answered. Enter 0 if no refills are desired.
14. Enter the method of delivery (WINDOW (automatic default), clinic or mail).
15. Enter a priority.
16. Enter comments if needed or desired.
17. The prescription displays. Select Edit, Cancel, or Place.
18. Enter another medication if desired. If you are finished and want to exit, press <**Enter**>.

Example: Entering an Outpatient Order with a Complex Dose

```
Cover Sheet                    Sep 11, 2001@17:27:54       Page:   1 of   4
SMITH,JANE               333-44-5656            GM              4/13/66(35)
PrimCare: UNKNOWN                        PCTeam:
                                                                   <CWAD>
    Item                                  Entered
    Allergies/Adverse Reactions        |
1   Moderate reaction to CHILDREN (hives, | 03/31/98
    itching,watering eyes, nausea,vomiting, |
    diarrhea, anxiety, dry mouth, dry nose, |
    rash, hair loss)                   |
2   DUST (rash)                        | 06/22/98
3   TREES (itching,watering eyes)      | 03/19/99
4   ASPIRIN             (anxiety, dry  | 01/19/00
    mouth)                             |
5   Mild reaction to PENICILLIN (rash) | 01/20/00
6   IBUPROFEN (drowsiness)             | 01/24/00
                                       |
    Patient Postings                   |
7   CRISIS NOTE                        | 05/11/99 13:24
+       Enter the numbers of the items you wish to act on.

Select: Next Screen// AD   Add New Orders

<Orders for SMITH,JANE>




0  ORDER SETS...          30 PATIENT CARE...        70 LABORATORY...
1  Patient Movement       31 Condom Catheter        71 Chem 7
2  Diagnosis              32 Guaiac Stools           72 T&S
3  Condition              33 Incentive Spirometer    73 Glucose
4  Allergies              34 Dressing Change         74 Glucose in 15 minutes
   SUPPLY                 35 IVPB QO                  75 CBC
10 PARAMETERS...          40 DIETETICS...            76 PTT
11 TPR B/P                41 Regular Diet            77 CPK
12 Weight                 42 Tubefeeding             78 CPK
13 I & O                  43 NPO at Midnight         79 LDH
14 Call HO on             44 High Mineral at Evening80 Urinalysis
                          50 IV FLUIDS...            81 Culture & Suscept
20 ACTIVITY...            51 OUTPATIENT MEDS...      89 Word Processing Order
21 Ad Lib                 55 INPATIENT MEDS...       90 OTHER ORDERS...
23 Bed Rest / BRP         56 New Meds                91 EKG: Portable
24 Ambulate TID           60 IMAGING ...             98 Cardiology
25 Up in Chair TID        61 ECHOGRAM THYROID B SCAN99 Text Only Order
+       Enter the number of each item you wish to order.            >>>
+   Next Screen           TD  Set Delay ...        Q   Done

Select Item(s): Next Screen// 56   56

                       -- Medications --
Medication: WA
    1    WARFARIN TAB
    2    WATER SOLN,IRRG     (non-formulary)
CHOOSE 1-2: 1    WARFARIN TAB
Complex dose? NO// YES
Choose from (or enter another):
    1    2MG     $0.27
    2    2.5MG      $0.028
    3    4MG     $0.54
    4    5MG     $0.266
    5    7.5MG     $0.417
    6    10MG     $0.622
    7    15MG     $0.834
    8    20MG     $1.244
Dose: 8   20MG     $1.244
```

Example: Entering an Outpatient Order with a Complex Dose (cont'd.)

```
Route: ORAL//
Schedule: Q8H
How long: 30
And/then/except: THEN
Another Dose: 10MG      $0.622
Schedule: Q12H
How long: 30
And/then/except: THEN
Another Dose: 4    5MG     $0.266
   ...OK? YES//
Schedule: Q12H
How long: 30
And/then/except:

TAB

Days Supply: 90//
Quantity (TAB): 540//
Refills (0-3): 0
Pick Up: WINDOW//
Priority: ROUTINE//
Add New Orders                Sep 11, 2001@17:28:33       Page:   1 of   2
SMITH,JANE                333-44-5656            GM              4/13/66(35)

Comments:
  No existing text
  Edit? No//   (No)

--------------------------------------------------------------------------------
              Medication: WARFARIN TAB  5MG
             Instructions: 20MG ORAL Q8H FOR 30 DAYS THEN
                           10MG ORAL Q12H FOR 30 DAYS THEN
                           5MG ORAL Q12H FOR 30 DAYS
                      Sig: TAKE 4 TABLETS BY MOUTH EVERY 8 HOURS FO ...
              Days Supply: 90
            Quantity (TAB): 540
             Refills (0-3): 0
                  Pick Up: WINDOW
                 Priority: ROUTINE
--------------------------------------------------------------------------------

(P)lace, (E)dit, or (C)ancel this order? PLACE// PLACE
         ... order placed.

Medication: //
```

Ordering Inpatient Medications with a Simple Dose

1. Select Medications or your normal inpatient medications menu item from the Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
    Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number. For controlled substances, CPRS displays the message "Provider must have DEA# or VA# to order this drug!" Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need assign a different provider for the encounter.

    Non-formulary medications are identified by the words "non-formulary" in parenthesis to the right of the medication. For example, you might see

    ```
    ASPIRIN SUPP,RTL        (non-formulary)
    ```

    if you type in aspirin as the medication.

4. For a simple dose, type **N** and press <**Enter**>.
5. If possible doses have been entered, CPRS provides a list of possible doses. Select a listed dose or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter schedule, e.g., QID. Use caution when entering schedule. **Use ALL uppercase, Use H for hour(s), and leave a space between time and PRN, e.g., Q4-6H PRN.**
8. CPRS shows you the next scheduled administration time. Indicate whether you want to give the first dose now.

Note: Be careful when using "Give First Dose Now" that you do not overmedicate the patient. If you select yes to the prompt "Give First Dose Now?", a separate order will be created for the "Now" dose and another order will be created for the other dose. Check that the combination of the Now dose and the original schedule does not overmedicate the patient.

9. Type in provider comments, if any, e.g., X 7 days, or special instructions.
10. The order displays. Select Edit, Cancel, or Place.
11. Enter another medication if desired or at the Medication prompt, press <**Enter**>.

Example: Entering an Inpatient Medication with a Simple Dose

```
<Orders for LUMSEN,MARTIN>



0  ORDER SETS...          30 PATIENT CARE...          70 LABORATORY...
1  Patient Movement       31 Condom Catheter          71 Chem 7
2  Diagnosis              32 Guaiac Stools            72 T&S
3  Condition              33 Incentive Spirometer     73 Glucose
4  Allergies              34 Dressing Change          74 Glucose in 15 minutes
   SUPPLY                 35 IVPB QO                   75 CBC
10 PARAMETERS...          40 DIETETICS...             76 PTT
11 TPR B/P                41 Regular Diet             77 CPK
12 Weight                 42 Tubefeeding              78 CPK
13 I & O                  43 NPO at Midnight          79 LDH
14 Call HO on             44 High Mineral at Evening80 Urinalysis
                          50 IV FLUIDS...             81 Culture & Suscept
20 ACTIVITY...            51 OUTPATIENT MEDS...       89 Word Processing Order
21 Ad Lib                 55 INPATIENT MEDS...        90 OTHER ORDERS...
23 Bed Rest / BRP         56 New Meds                 91 EKG: Portable
24 Ambulate TID           60 IMAGING ...              98 Cardiology
25 Up in Chair TID        61 ECHOGRAM THYROID B SCAN99 Text Only Order
+        Enter the number of each item you wish to order.               >>>
+   Next Screen         TD  Set Delay ...        Q   Done

Select Item(s): Next Screen// 56    56

                        -- Medications --
Medication: I
     1   IBERET-FOLIC-500 TAB,SA      (non-formulary)
     2   IBUPROFEN  LIQUID SUSP
     3   ILETIN NPH  ILETIN NPH INSULIN INJ    (non-formulary)
     4   ILETIN NPH INSULIN INJ      (non-formulary)
     5   IMFERON  IRON DEXTRAN INJ,SOLN    (non-formulary)
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2    IBUPROFEN  LIQUID SUSP
Complex dose? NO// NO
Choose from (or enter another):
     1   100MG/5ML      $1.56
     2   200MG/10ML     $3.12
Dose: 1   100MG/5ML     $1.56
Add New Orders                Sep 11, 2001@23:14:06      Page:   1 of   2
LUMSEN,MARTIN            325-33-5515           1A(1&2)/9-B          6/19/66(35)

Route: ORAL//
Schedule: Q6H
     1   Q6H
     2   Q6H
     3   Q6H
CHOOSE 1-3: 2
Next scheduled administration time: Sep 12, 2001@03:00
Give First Dose NOW? NO// NO
Priority: ROUTINE//
Comments:
  No existing text
  Edit? No//   (No)

--------------------------------------------------------------------------------
                  Medication: IBUPROFEN  LIQUID SUSP
                Instructions: 100MG/5ML ORAL Q6H
                        Text: 100MG/5ML PO Q6H
                    Priority: ROUTINE
--------------------------------------------------------------------------------

(P)lace, (E)dit, or (C)ancel this order? PLACE//
```

Ordering Inpatient Medications with a Complex Dose

1. Select Medications or your normal outpatient medications menu item from the Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
   Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number. For controlled substances, CPRS displays the message "Provider must have DEA# or VA# to order this drug!" Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog.

   Non-formulary medications are identified by the words "non-formulary" in parenthesis to the right of the medication. For example, you might see

   ```
   ASPIRIN SUPP,RTL        (non-formulary)
   ```

   if you type in aspirin as the medication.

4. For a simple dose, type **Y** and press <**Enter**>.
5. If possible doses have been entered, CPRS provides a list of possible doses. Select a listed dose or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter schedule, e.g., QID. Use caution when entering schedule. **Use ALL uppercase, Use H for hour(s), and leave a space between time and PRN, e.g., Q4-6H PRN.**
8. Enter for how long (the number of days).
9. Select a conjunction (and or then) if you want to enter another dose, or when finished with dosing information, press <**Enter**> to go to the next prompt.
10. Repeat steps 5-9 until you have the dose as you want it.
11. Indicate whether you want to give the first dose now.

Note: Be careful when using "Give First Dose Now" that you do not overmedicate the patient. If you select yes to the prompt "Give First Dose Now?", a separate order will be created for the "Now" dose and another order will be created for the other dose. CPRS also display a message: "First Dose NOW is in addition to those already entered. Please adjust the duration of the first one, if necessary." Check that the combination of the Now dose and the original schedule does not overmedicate the patient.

12. Type in provider comments, if any, e.g., X 7 days, or special instructions.
13. The order displays. Select Edit, Cancel, or Place.
14. Enter another medication if desired or at the Medication prompt, press <Enter>.

Example: Entering an Inpatient Order with Complex Dosing

```
Medication: tet
     1    TETANUS   TETANUS & DIPHTHERIA TOXOID INJ
     2    TETANUS & DIPHTHERIA TOXOID INJ
     3    TETRACYCLINE   LIQUID SUSP
     4    TETRACYCLINE CAP,ORAL
     5    TETRACYCLINE INJ
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4    TETRACYCLINE CAP,ORAL   TETRACYCLINE CAP,ORAL
Complex dose? NO// y  YES
Choose from (or enter another):
     1    250MG      $0.036
     2    500MG      $0.072
Dose: 2    500MG      $0.072
Route: ORAL//
Schedule: q8h
How long: 7
And/then: t  THEN
Another Dose: 1    250MG     $0.036
Add New Orders                  Sep 11, 2001@23:46:12       Page:    1 of    2
LUMSEN,MARTIN          325-33-5515           1A(1&2)/9-B            6/19/66(35)

Schedule: q8h
How long: 7
And/then:
Next scheduled administration time: Sep 12, 2001@05:00
Give First Dose NOW? NO// y  YES
  >> First Dose NOW is in addition to those already entered.     <<
  >> Please adjust the duration of the first one, if necessary. <<
Comments:
  No existing text
  Edit? No//   (No)

--------------------------------------------------------------------------------
                  Medication: TETRACYCLINE CAP,ORAL
                 Instructions: 500MG ORAL Q8H FOR 7 DAYS THEN
                               250MG ORAL Q8H FOR 7 DAYS
                         Text: 500MG PO Q8H FOR 7 DAYS, THEN ...
                   First Dose: NOW
                     Priority: ROUTINE
--------------------------------------------------------------------------------

(P)lace, (E)dit, or (C)ancel this order? PLACE//
```

Ordering IV Fluids

1. Select IVs.from the Add Order Screen (AD).
2. Available options are displayed; for example:
   - IV FLUIDS (WITH ADMIXTURE)...
   - IV MEDS...
   - **[others, e.g., IV FLUIDS (NO ADDITIVES)...]**
3. A fluid with NO ADDITIVE leads to the free text/word-processing screen for order entry.
4. A fluid with an ADMIXTURE leads to the IV pharmacy package.
   a. Type in fluid desired (Use ?? for available selections). Entering a BASE fluid, i.e., D5, produces a fluid selection list containing that base.
   b. Enter Volume of fluid if different from default.
   c. Enter Additive by typing in the name of the additive.
   d. Additive will again be prompted for to allow for additional additives. Bypass by pressing <Enter> if no other additives are desired.
   e. Enter infusion rate in number(s) only. The numeric indicates the rate in cc/hr. Pharmacy uses ML/HR.
   f. Enter provider comments if desired, e.g. -- # of days or special instructions, e.g. MVI in one bag per day. **NOTE**-Placing the name of an additive as a comment **DOES NOT** constitute a valid order unless it is also entered at the Additive prompt.
   g. The order displays. Select Edit, Cancel, or Place.
   h. Respond Y or N to the prompt for another request.

☞**NOTE:** An IV MEDICATION leads to the Inpatient Medication package. Answer these prompts like any other inpatient medication. If you enter an IV MEDICATION with more than one additive, it will be saved as an IV FLUID so that all additives can be saved and displayed.

Ordering Imaging or Radiology Exams

1. Select the radiology procedure from the Common Radiology Procedure List by entering the appropriate number. This list automatically displays (enter ?? for additional choices).
2. Enter Modifier(s) if appropriate, e.g., Right, Portable (enter ?? for a complete list of choices).
3. Enter a Reason for the Request.
4. The order displays. Select Edit, Cancel, or Place.
5. Respond Y or N to the prompt for Another Request.

Ordering Labs

1. Enter the name of the lab tests desired.
2. Choose the method of collection —Send to Lab, Ward Collect and Deliver, Lab Blood Team, or Immediate Collect by Lab Team.
3. Enter the collection date and time, e.g., T+3@0500, or Now.
4. Enter the Urgency.
5. Enter how often. (**NOTE:** If you select that this order will be done multiple times, a + will appear in front of the Lab order on the Orders screen).

6. The choices you have made are displayed.
7. Choose place, edit, or cancel.

☞**NOTE:** An Order Check notice such as the following might appear. This notice states that an order is a duplicate of a previously placed order for this patient. You have the option to place, edit, or cancel the order, based on this information.

```
Order Checks:
>>>  Duplicate order: GLUCOSE TOLERANCE (URINE) URINE WC  [UNRELEASED]

(P)lace, (E)dit, or (C)ancel this order? PLACE// c  CANCEL
          ... order cancelled.
```

Ordering Consults & Procedures

1. Select 90, Other Orders, from the Add Orders screen.
2. Enter the service/specialty you're requesting the consultation from.
3. Enter the reason for the request.
4. Specify whether the service rendered will be on an inpatient or outpatient basis.
5. Enter the urgency for the consultation (stat, routine, within 48 hours, or within 72 hours).
6. Enter the place of Consultation (bedside or consultant's choice).
7. Enter the provisional diagnosis.
8. A list of the categories and their responses is displayed; verify or edit these by selecting Place, Edit, or Cancel.
9. You can now add another consult order or exit.

Meds

You can review and order Meds either through the Meds tab in Chart Contents or through the Add New Orders option on the Orders tab.

Example

```
Cover Sheet                Apr 30, 1997 16:07:59    Page:    1 of    2
BUD,ROSE    355-67-1996              2B           MAR 5,1949 (48)   <A>
Attend: WELBY,M     PrimCare: DEFA,T     PCTeam: CURTTEAM


      Item                                          Entered
      Allergies/Adverse Reactions              |
1     STRAWBERRIES (hives)                     | 03/10/95
2     Severe reaction to CODEINE               | 04/06/95
      (nausea,vomiting, diarrhea)              |
3     DUST (rash)                              | 01/24/96
4     PENNTUSS (itching,watering eyes,         | 01/16/97
      nausea,vomiting, diarrhea, drowsiness,   |
      hypotension)                             |
5     RADIOLOGICAL/CONTRAST MEDIA              | 04/17/97
      (nausea,vomiting)                        |
                                               |
      Patient Postings                         |
      <None>                                   |
                                               |
      Recent Vitals                            |
    +     Enter the numbers of the items you wish to act on.        >>>
NW  Document New Allergy  CV  (Change View ...)   SP  Select New Patient
AD  Add New Orders        CC  Chart Contents ...  Q   Close Patient Chart

Select: Next Screen// cc
  Cover Sheet         Orders              Imaging            Reports
  Problems            Meds                Consults
  Notes               Labs               D/C Summaries
Select chart component: M
Searching for the patient's chart ...
```

```
Active Inpatient Medications   Apr 30, 1997 16:05:06   Page:    1 of    2
BUD,ROSE    355-67-1996              2B           MAR 5,1949 (48)   <A>
Attend: WELBY,M      PrimCare: DEFA,T     PCTeam: CURTTEAM


      Medication                             Stop Date/Time   Status
1     QUINIDINE TAB                          |                 pending
       Give: 200MG PO ONCE                   |
2     CIMETIDINE TAB                         |                 pending
       Give: 300MG PO BID                    |
3     WARFARIN TAB                           |                 pending
       Give: 10MG PO BID                     |
4     GLIPIZIDE TAB                          |                 pending
       Give: 5MG PO BID                      |
5     PENICILLIN TAB                         |                 pending
       Give: 250MG PO BID                    |
6     0.9% NaCl 250 ML 50 ml/hr              |                 pending
+        Enter the numbers of the items you wish to act on.       >>>
NW  Order New Meds        CV  Change View ...    SP  Select New Patient
AD  Add New Orders        CC  Chart Contents ...  Q   Close Patient Chart
+   Next Screen
Select: Next Screen// 1
```

Meds, cont'd

```
Active Inpatient Medications  Apr 30, 1997 16:11:42    Page:  1 of   2
BUD,ROSE   355-67-1996              2B            MAR 5,1949 (48)   <A>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTTEAM


     Medication                                  Stop Date/Time   Status
1    QUINIDINE TAB                               |                 pending
      Give: 200MG PO ONCE                        |
2    CIMETIDINE TAB                              |                 pending
      Give: 300MG PO BID                         |
3    WARFARIN TAB                                |                 pending
      Give: 10MG PO BID                          |
4    GLIPIZIDE TAB                               |                 pending
      Give: 5MG PO BID                           |
5    PENICILLIN TAB                              |                 pending
      Give: 250MG PO BID                         |
6    0.9% NaCl 250 ML 50 ml/hr                   |                 pending
7    ASPIRIN TAB                                 |                 pending
      Give: 325MG PO PRN                         |
8    CEFTRIAXONE 2 GM in DEXTROSE 20% 1666 ML 70 |                 pending
     ml/hr
      +      Enter the numbers of the items you wish to act on.       >>>
     Change        Discontinue     Transfer to Outpt    Detailed Display
     Renew         Hold            Copy
Select Action: det   Detailed Display
```

Meds Detailed Display

```
Medication Display          Apr 30, 1997 16:15:19      Page:    1 of    1
BUD,ROSE   355-67-1996              2B            MAR 5,1949 (48)   <A>

IV Fluid


Solution:           DEXTROSE 20% 1666 ML
Additive:           CEFTRIAXONE 2 GM
Infusion Rate:      70 ml/hr

Start Date:
Stop Date:
Status:             PENDING
Order #8740



      +      Enter the numbers of the items you wish to act on.       >>>
+    Next Screen           UP  Up a Line        ADPL Auto Display(On/Off)
-    Previous Screen       DN  Down a Line       PS  Print Screen
FS   First Screen          GO  Go to Page        PL  Print Data
LS   Last Screen           SL  Search List       Q   Close

Select Action: Close//
```

Meds Change View

Change View in Meds lets you change your view from Inpatient to Outpatient or to change the date range.

```
Select: Next Screen// CV    Change View ...
    Date range                              Save as Preferred View
    List Outpatient Meds                    Remove Preferred View

Select attribute(s) to change: L  List Outpatient Meds
```

```
Outpatient Medications        Apr 30, 1997 17:18:05    Page:   1 of   1
BUD,ROSE   355-67-1996           2B                  MAR 5,1949 (48)   <A>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM

  Medication                               Expires  Status         #Rem
1 WARFARIN 2.5MG                          | 04/29/98  active           4
   Sig: TAKE 1 TABLET(S) 2-3 TIMES A DAY AS |
   NEEDED                                  |
2 AMINOPHYLLINE 100MG                      | 03/28/98  suspended       0
   Sig: TAKE 2 TABLETS FOUR TIMES A DAY FOR |
   60 DAYS                                 |




+       Enter the numbers of the items you wish to act on.           >>>
NW  Order New Medications CV  Change View ...     SP  Select New Patient
IV  Order New IV Fluids   CC  Chart Contents ... Q   Close Patient Chart
+   Next Screen
Select: Chart Contents//
```

Note: The Active status for outpatient meds will display as "active (susp)" to improve clarity.

Labs

You can review and order Labs either through the Labs tab in Chart Contents or through the Add New Orders option on the Orders tab.

```
Cover Sheet              Mar 23, 1997 18:36:36     Page:  1 of    2
ANDERSON,H C   321-12-3456    2B            JAN 1,1951 (46)  <CW>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM


    Item                                        Entered
    Allergies/Adverse Reactions              |
1   Moderate reaction to STRAWBERRIES (rash) | 10/23/95
    Patient Postings                         |
2   CRISIS NOTE                              | 02/24/97 08:28
3   CLINICAL WARNING                         | 01/15/97
                                             |
    Recent Vitals                            |
    B/P:   120/80                            | 02/24/97 11:45
    Ht:    70                                | 02/24/97 11:45
    Pulse: 80                                | 02/24/97 11:45
|                                            |
    Immunizations                            |
    Tuberculosis.                            |02/24/97 12:00
                                             |
    +     Enter the numbers of the items you wish to act on.
  Cover Sheet        Orders          Imaging         Reports
  Problems           Meds            Consults
  Notes              Labs            D/C Summaries
Select chart component: L   Labs
Searching for the patient's chart ...
```

```
Lab Cumulative Display      Apr 08, 1997 17:23:59    Page: 1 of    3
ANDERSON,H C   321-12-3456      2B            JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM


            ---- CHEM PROFILE ----


SERUM   04/02/97  04/02/97           Reference
        17:03     16:58     Units    Ranges
---------------------------------------------------------------------
CREAT                        mg/dL    .9-1.4
BUN                          mg/dL    11-24
GLUCOSE   1666 H*            mg/dL    60-123
NA                           meq/L  135-145
K                            meq/L   3.8-5.3
CL                           meq/L  100-108
CO2                          meq/L    23-31
CA                           mg/dL     9-11
PO4                          mg/dL   2.2-3.9
URIC AC                      mg/dL   4.2-8.5
    +     Enter the numbers of the items you wish to act on.     >>>
NW Order New Lab Tests CV Change View ...   SP Select New Patient
+  Next Screen        CC Chart Contents ... Q Close Patient Chart
Select: Next Screen//
```

Lab Change View

Change View in Lab lets you change the date range to be displayed, to go to a specific section of Lab to see results, or to use a list format for display. Examples of the Go To a Section and List Format are shown here.

```
Lab Cumulative Display        Apr 09, 1997 07:50:15    Page:    1 of    3
ANDERSON,H C   321-12-3456           2B              JAN 1,1951(46)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM


                          ---- CHEM PROFILE ----

SERUM    04/02/97  04/02/97            Reference
           17:03     16:58     Units    Ranges
-------------------------------------------------------------------------
CREAT                           mg/dL   .9-1.4
BUN                             mg/dL    11-24
GLUCOSE   1666 H*               mg/dL   60-123
NA                              meq/L  135-145
K                               meq/L  3.8-5.3
CL                              meq/L  100-108
CO2                             meq/L   23-31
CA                              mg/dL     9-11
PO4                             mg/dL  2.2-3.9
URIC AC                         mg/dL  4.2-8.5
+       Enter the numbers of the items you wish to act on.          >>>
NW  Order New Lab Tests    CV  Change View ...       SP  Select New Patient
AD  Add New Orders         CC  Chart Contents ...    Q   Close Patient Chart

Select: Next Screen// CV
```

Go To a Section Example:

```
Select: Next Screen// CV    Change View ...
  Date range                Go to Section            Remove Preferred View
  Use list format           Save as Preferred View

Select attribute(s) to change: G Goto a Section
Select Lab Section: ?
Enter the lab section from which to wish to see results; the display will
scroll to the top of the selected section.

Select Lab Section: ??

Choose from:
  BLOOD BANK
  CHEM PROFILE
  MICROBIOLOGY

Select Lab Section: B  BLOOD BANK
```

Labs, cont'd

Go To a Section Example, cont'd:

```
Lab Cumulative Display      Apr 09, 1997 07:53:02      Page:   3 of   3
ANDERSON,H C   321-12-3456        2B              JAN 1,1951 (46)  <CWA>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTTEAM


+
                        ---- BLOOD BANK ----
ABO Rh:  A POS


     Unit assigned/xmatched:                  Exp date          Loc
 1)  V11111     CPDA-1 RED BLOOD CE  A POS  APR 28, 1995       Blood Bank

Component requests      Units Request date  Date wanted    Requestor    By
CPDA-1 RED BLOOD CELLS   4   03/29/95 16:33 03/29/95 16:33 KIL          DM
ACD-A RED BLOOD CELLS    2   02/22/95 16:29 02/23/95 08:00 BOB          DM


                     |---     AHG(direct)    ---|  |-AHG(indirect)-  |
   Date/time      ABO Rh    POLY IgG C3  Interpretation  (Antibody screen)
   ---------      --- --    ---- --- ---  -------------- -----------------



        Enter the numbers of the items you wish to act on.          >>>
NW   Order New Lab Tests    CV  Change View ...      SP  Select New Patient
AD   Add New Orders         CC  Chart Contents ...   Q   Close Patient Chart

Select: Chart Contents// CV
Date range               Go To a Section          Use list format

Select attribute(s) to change: U   Use list format
Searching for the patient's chart ...
```

Use List Format Example:

```
Lab Tests                   Apr 09, 1997 07:53:56      Page:   1 of   1
ANDERSON,H C   321-12-3456        2B              JAN 1,1951 (46)  <CWA>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTTEAM

 Test        Result    Units      Range     Collected    Accession      Sts
 CHEMISTRY/HEMATOLOGY                       |
1 GLUCOSE     1666 H* mg/dL      60-123     |2970402.1703 CH 0402 14      F
  Comment: ~For Test: GLUCOSE ~COMMENT ON   |
  GLUC                                      |
2 MG          33 H  mg/dL       2-2.6       |2970402.16582 CH 0402 13     F
                                            |
                                            |
                                            |


        Enter the numbers of the items you wish to act on.          >>>
NW   Order New Lab Tests    CV  Change View ...      SP  Select New Patient
AD   Add New Orders         CC  Chart Contents ...   Q   Close Patient Chart

Select: Chart Contents//
```

Consults

You can enter, edit, and review consult and procedure requests through CPRS.

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you've created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.

Example

```
Cover Sheet        Mar 23, 1997 18:28:29          Page:    1 of  2
ANDERSON,H C   321-12-3456          2B          JAN 1,1951 (46)   <CW>
Attend: WELBY,M    PrimCare: DEFA,T      PCTeam: CURTTEAM
      Item                                        Entered
      Allergies/Adverse Reactions
1     Moderate reaction to STRAWBERRIES (rash) │ 10/23/95
2     Severe reaction to PENICILLIN            │ 11/06/95
      (nausea,vomiting, diarrhea)              │
      Patient Postings                         │
3     CRISIS NOTE                              │ 02/24/97 08:28
│                                              │
      Recent Vitals                            │
      B/P:   120/80                            │ 02/24/97 11:45
      Ht:    70                                │ 02/24/97 11:45
      Immunizations                            │
      Tuberculosis.                            │ 02/24/97 12:00
             +       Enter the numbers of the items you wish to act on.
NW Document New Allergy  CV (Change View ...)  SP Select New Patient
+  Next Screen          CC Chart Contents ... Q  Close Patient Chart
AD  Add New Orders
Select: Next Screen// CC
```

Page 1 of 2 tells you that another screen of information is available. Press Enter to see it.

<CW> means this patient has Cautions and Warning. CWAD are displayed here in these brackets.

5. Choose Chart Contents and then Consults (**Shortcut:** CC;CONS).
6. The Consults screen appears with a list of consults for this patient, and possible actions you can perform at this time (e.g., .order a new consult or procedure).

```
Consults/Requests        Aug 26, 1997 09:05:27     Page:  1 of   2
ANDERSON,H C   321-12-3456          2B          JAN 1,1951 (46)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM
                  Selected date range:  None Selected
      Consult/Procedure              Requested       Status
1     PULMONARY Consult            │ 08/21/97 10:40  active
2     Electrocardiogram            │ 07/21/97 14:47  complete
3     NEUROLOGY Consult            │ 07/17/97 09:16  pending
4     Electrocardiogram            │ 06/19/97 04:10  complete
5     CARDIOLOGY Consult           │ 06/05/97 15:54  complete
+       Enter the numbers of the items you wish to act on.        >>>
NW  Order New Consult    CV  Change View ...  SP  Select New Patient
NP  Order New Procedure  CC  Chart Contents ..Q   Close Patient Chart
+   Next Screen
Select: Next Screen//
```

Consults, cont'd

7. You can also see more details about any of the consults listed, view results for completed consults, or you can print the Consult Form 513, by entering the number of one of the consults and then the appropriate action's initial.

```
Select: Chart Contents// 1
   Detailed Display      Results Display      Print Consult Form 513
Select Action: D
```

```
Consult/Procedure Display    Aug 26, 1997 09:15:57      Page: 1 of  2
ANDERSON,H C   321-12-3456        2B        JAN 1,1951 (46)    <CWA>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM


PULMONARY Consult

Current Inpatient/Outpatient: Inpatient
Ward:              2B
Eligibility:       SC VETERAN
To Service:        PULMONARY
From Service:
Provisional Diagnosis: R/O ASTHMA/COPD
Reason For Request:    Test Mr. Anderson's lung capacity
Status:            ACTIVE
ATTENTION:         RUSSELL,JOEL
Urgency:           Routine


      +          Enter ? for more help.                         >>>
+    Next Screen      UP   Up a Line      ADPL Auto Display(On/Off)
-    Previous Screen  DN   Down a Line    PS   Print Screen
FS   First Screen     GO   Go to Page     PL   Print Data
LS   Last Screen      SL   Search List    Q    Close

Select action: Next Screen// <Enter>
```

```
Consult/Procedure Display    Aug 26, 1997 09:21:34      Page: 2 of  2
ANDERSON,H C   321-12-3456        2B        JAN 1,1951 (46)    <CWA>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM
+
Request Activity   Date/Time        Ordering Clinician       Entered By
ENTERED IN OE/RR   08/21/97 10:40   HOWSER,DOOGEY            HOWSER,DOOGEY
RECEIVED           08/21/97 11:07   RUSSELL,JOEL            RUSSELL,JOEL
============================= END =================================




               Enter ? for more help.                         >>>
+    Next Screen      UP   Up a Line      ADPL Auto Display(On/Off)
-    Previous Screen  DN   Down a Line    PS   Print Screen
FS   First Screen     GO   Go to Page     PL   Print Data
LS   Last Screen      SL   Search List    Q    Close

Select Action: Close//
```

Consults, cont'd

Results Display

```
Consult/Procedure Display   Aug 30, 1997 09:02:16    Page:   1 of   2
ANDERSON,H C   321-12-3456              2B         JAN 1,1951 (47)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM

PULMONARY Consult
-----------------------------------------------------------------------
At the time I went to examine Mr. Anderson, he was acutely broncho-
spastic and in moderately severe respiratory distress.  I had him
deliver a puff of albuterol with an Aerochamber; his technique was
poor. I then instructed him and delivered an additional four puffs,
which he did with good technique.  He was improved and with a clear
lung exam within a few seconds (though wheezes were still present
on forced expiration).

Mr. Anderson regimen is lacking in inhaled corticosteroids.  Recognizing
that asthma is an inflammatory process, inhaled steroids are important
+                 Enter ? for more help.

+     Next Screen         UP   Up a Line         ADPL Auto Display(On/Off)
-     Previous Screen     DN   Down a Line        PS   Print Screen
FS    First Screen        GO   Go to Page         PT   Print Data
LS    Last Screen         SL   Search List        Q    Close

Select action: Next Screen// <Enter>
```

```
Consult/Procedure Display   Aug 30, 1997 09:02:16    Page:   1 of   2
ANDERSON,H C   321-12-3456              2B         JAN 1,1951 (47)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM

PULMONARY Consult
-----------------------------------------------------------------------
in controlling the inflammtory response.  My practice for severely
out-of-control asthmatics is to use high-dose inhaled steroids,
typically vanceril, 16 puffs qid, with a spacing device such as the
Aerochamber. I would institute such a regimen while he is here.


If you like, you may refer Mr. Anderson to my clinic after discharge.

/es/Doogey Howser, MD        Date: SEP 02, 1997
=======================================================================
 +                 Enter ? for more help.

+     Next Screen         UP   Up a Line         ADPL Auto Display(On/Off)
-     Previous Screen     DN   Down a Line        PS   Print Screen
FS    First Screen        GO   Go to Page         PT   Print Data
LS    Last Screen         SL   Search List        Q    Close

Select action: Next Screen//
```

8. You can now print a 513, order new consults or procedures, return to Chart Contents, select a new patient, or exit from the patient's chart.

☞**NOTE**: Occasionally a consult result is linked to the wrong consult. Information on how to make corrections is contained in the Consult/Request Tracking documentation.

Imaging

You can review Radiology results by choosing the Imaging tab in Chart Contents or by selecting Results Reporting from the Clinician menu. You can also order new tests through the Imaging tab or by going through the Add New Orders option on the Orders tab.

To review Radiology Results:

1. After selecting a patient, select Chart Contents and then the Imaging tab.
2 The following screen appears:

```
Cover Sheet             Mar 27, 1997 16:10:11      Page:   1 of    2
HOOD,ROBIN   603-04-2591P       2B/9-B      APR 25,1931 (65)    <WAD>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM


     Item                                          Entered
     Allergies/Adverse Reactions               |
1    Moderate reaction to STRAWBERRIES (rash)  | 10/23/95
2    Severe reaction to PENICILLIN             | 11/06/95
     (nausea,vomiting, diarrhea)               |
     Patient Postings                          |
3    CRISIS NOTE                               | 02/24/97 08:28
4    CLINICAL WARNING                          | 01/15/97
                                               |
     Recent Vitals                             |
     B/P:   120/80                             | 02/24/97 11:45
     Ht:    70                                 | 02/24/97 11:45
     Pulse: 80                                 | 02/24/97 11:45
                                               |
     Immunizations                             |
     Tuberculosis.                             | 02/24/97 12:00
      +      Enter the numbers of the items you wish to act on.     >>>
  Cover Sheet         Orders          Imaging            Reports
  Problems            Meds            Consults
  Notes               Labs            D/C Summaries
Select chart component: I IMAGING
```

3. The Imaging Procedures screen appears:

```
Imaging Procedures      Apr 09, 1997 08:16:31      Page:   1 of    1
HOOD,ROBIN   603-04-2591P       2B/9-B      APR 25,1931 (65)    <WAD>
Attend: WELBY,M     PrimCare: DEFA,T      PCTeam: CURTTEAM


     Procedure                      Exam Date         Report Status
1    CHEST & ABDOMEN CT           | 07/01/96 11:08    No Report
2    CA ULTRA                     | 06/11/96 14:27    No Report
10   UPPER GI + SMALL BOWEL *ABNORMAL* | 05/05/96 13:56   Verified

         Enter the numbers of the items you wish to act on.     >>>
NW Order New Procedures CV Change View ...   SP Select New Patient
+  Next Screen          CC Chart Contents ... Q Close Patient Chart
Select: Chart Contents//
```

Change View

The Change View action in Imaging lets you change your view to a different date range or a smaller number of items.

```
Select: Chart Contents// CV   Change View ...
     Date range                Maximum # of items

Select attribute(s) to change: M   Maximum # of items
Maximum # of items to display: 5
Searching for the patient's chart ...
```

```
Imaging Procedures         Apr 09, 1997 08:22:37     Page:  1 of   1
HOOD,ROBIN   603-04-2591P      2B/9-B          APR 25,1931 (65)   <WAD>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM


    Procedure                           Exam Date      Report Status
1    CHEST & ABDOMEN CT                 | 07/01/96 11:08  No Report
2    CA ULTRA                           | 06/11/96 14:27  No Report
3    FOOT 3 OR MORE VIEWS               | 06/11/96 14:25  No Report
4    ABDOMEN & PELVIS W & WO IV CONTRAST| 06/09/96 10:11  Verified
     *ABNORMAL*                         |
5    HAND 1 OR 2 VIEWS *ABNORMAL*       | 06/05/96 13:05  Verified




        Enter the numbers of the items you wish to act on.        >>>
NW Order New Procedures CV Change View ...    SP Select New Patient
+  Next Screen          CC Chart Contents ...  Q Close Patient Chart

Select: Chart Contents//
```

D/C Summaries

You can review, edit, and write new Discharge Summaries through CPRS.

1. Select D/C Summaries from Chart Contents.
2. If one or more Discharge Summaries are listed, select a number of one you
   wish to review or take action on. If you pick Detailed Display, the entire
   Discharge Summary is displayed (screen-by-screen) in the List Manager list
   area.

```
Completed Discharge Summaries Mar 23, 1997 18:51:40    Page: 1 of    1
ANDERSON,H C   321-12-3456              2B           JAN 1,1951 (46)   <CW>
Attend: WELBY,M    PrimCare: DEFA,T      PCTeam: CURTTEAM
Title                                            Date          Sig Status
1   Discharge Summary                       | 01/28/97        completed




           Enter the numbers of the items you wish to act on

NW   Write New Summary    CV  Change View ...    SP  Select New Patient
AD   Add New Orders       CC  Chart Contents ... Q   Close Patient Chart

Select: Chart Contents// 1
```

3. New actions are displayed on the screen; select one of these.

```
Discharge Summaries           Apr 17, 1997 16:57:05    Page:    1 of    1
ANDERSON,H C    321-12-3456        2B            JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T      PCTeam: CURTTEAM

    Title                            Date       Author      SigSt
1 Discharge Summary                | 04/07/97    HOWSER,D    compl




    Enter the numbers of the items you wish to act on.            >>>
    Edit                 Detailed Display     Identify signers
    Make Addendum        Browse               Copy
    Sign                 Print                Delete

Select Action: det
```

D/C Summaries, cont'd

Discharge Summary Detailed Display Example

```
Discharge Summary Display    Apr 17, 1997 17:24:30      Page:   1 of   33
ANDERSON,H C   321-12-3456              2B            JAN 1,1951 (46)   <CWA>

  DICT DATE: APR 07, 1997           ENTRY DATE: APR 08, 1997@10:07:15
 DICTATED BY: HOWSER,DOOGEY           ATTENDING: RUSSELL,JOEL
    URGENCY: routine                     STATUS: COMPLETED
DIAGNOSIS:
1.   Status post head trauma with brain contusion.
2.   Status post cerebrovascular accident.
3.   End stage renal disease on hemodialysis.
4.   Coronary artery disease.
5.   Congestive heart failure.
6.   Hypertension.
7.   Non insulin dependent diabetes mellitus.
8.   Peripheral vascular disease, status post thrombectomies.
+             Enter ? for more help.                                  >>>
+    Next Screen        UP  Up a Line          PS  Print Screen
-    Previous Screen    DN  Down a Line         PL  Print Data
FS   First Screen       GO  Go to Page          Q   Close
LS   Last Screen        SL  Search List
Select Action: Next Screen// <Enter>
Discharge Summary Display    Apr 17, 1997 17:25:30      Page:   2 of   33
ANDERSON,H C   321-12-3456              2B            JAN 1,1951 (46)   <CWA>
+
9.   Diabetic retinopathy.
10. Below knee amputation.
11. Chronic anemia.
OPERATIONS/PROCEDURES: None.
HISTORY OF PRESENT ILLNESS:
Patient is a 49-year-old, white male with past medical history of end stage
renal disease, peripheral vascular disease, status post BKA, coronary artery
disease, hypertension, non insulin dependent diabetes mellitus, diabetic
retinopathy, congestive heart failure, status post CVA, status post
thrombectomy admitted from Anytown VA after a fall from his wheelchair in the
hospital.  He had questionable short lasting loss of consciousness but patient
is not very sure what has happened.  He denies headache, vomiting, vertigo.
On admission patient had CT scan which showed a small area of parenchymal
hemorrhage in the right temporal lobe which is most likely consistent with
hemorrhagic contusion without mid line shift or incoordination.

ACTIVE MEDICATIONS:  Isordil 20 mgs p.o. t.i.d., Coumadin 2.5 mgs p.o. qd,
ferrous sulfate 325 mgs p.o. b.i.d., Ativan 0.5 mgs p.o. b.i.d., Lactulose 15
ccs p.o. b.i.d., Calcium carbonate 650 mgs p.o. b.i.d. with food, Betoptic
0.5% ophthalmologic solution gtt OU b.i.d., Nephrocaps 1 tablet p.o. qd,
Pilocarpine 4% solution 1 gtt OU b.i.d., Compazine 10 mgs p.o. t.i.d. prn
nausea, Tylenol 650 mgs p.o. q4 hours prn.

Patient is on hemodialysis, no known drug allergies.

PHYSICAL EXAMINATION:  Patient had stable vital signs, his blood pressure was
+             Enter ? for more help.                                  >>>
+    Next Screen        UP  Up a Line          PS  Print Screen
-    Previous Screen    DN  Down a Line         PL  Print Data
FS   First Screen       GO  Go to Page          Q   Close
LS   Last Screen        SL  Search List
Select Action: Next Screen//Q
```

Reports

You can view or print reports and results from either the Results Reporting option on the Clinician Menu or from the Reports tab on the Chart Contents screen. The Reports tab only lets you print for individual patients. The RR option lets you select more than one patient at a time.

Reports Tab Example:
Shortcut: Select CC;R

```
Cover Sheet              Mar 27, 1997 17:41:44        Page:   1 of    2
ANDERSON,H C   321-12-3456        2B     JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTTEAM


     Item                                          Entered
     Allergies/Adverse Reactions                 |
1    Moderate reaction to STRAWBERRIES (rash)    | 10/23/95


     Patient Postings                            |
4    CRISIS NOTE                                 | 02/24/97 08:28
                                                 |
     Recent Vitals                               |
     B/P:   120/80                               | 02/24/97 11:45
     Pulse: 80                                   | 02/24/97 11:45
                                                 |
     Immunizations                               |
     Tuberculosis.                               | 02/24/97 12:00
+         Enter the numbers of the items you wish to act on.        >>>
  Cover Sheet        Orders          Imaging           Reports
  Problems           Meds            Consults
  Notes              Labs            D/C Summaries
Select chart component: R
Searching for the patient's chart ..
```

```
Reports              Jun 11, 1997 16:24:28        Page:   1 of    2
ANDERSON,H C      321-12-3456        2B     JAN 1,1951 (46)   <CWA>
Attend: WELBY,M     PrimCare: DEFA,T    PCTeam: CURTTEAM
          Selected date range:  06/11/96 thru 06/11/97
     Report                                     Date            Status
1    Health Summary                            |
2    Adhoc Health Summary                      |
3    Vitals Cumulative                         |
                                               |
     Lab                                       |
4    Lab Cumulative                            |
5    Lab Results by Day                        |
6    Lab Results by Test                       |
7    Lab Test Status                           |
8    Lab Graph                                 |
9    Blood Bank Report                         |
10   Anatomic Path Report                      |
                                               |
     Orders                                    |
11   Daily Order Summary                       |
    +     Enter the numbers of the items you wish to act on.     >>>
OR  Other Reports ...  CV  Change View ...    SP  Select New Patient
AD  Add New Orders     CC  Chart Contents ... Q   Close Patient Chart
Select: Next Screen//<Enter>
```

Reports, cont'd

```
Reports                   Jun 11, 1997 16:43:47       Page:    2 of    2
ANDERSON,H C   321-12-3456       2B        JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTTEAM
              Selected date range:  06/11/96 thru 06/11/97
+    Report                                      Date            Status
12   Order Summary for Date Range           |
13   Custom Order Summary                    |
14   Chart Copy Summary                      |
15   Outpatient RX Profile                   |
                                             |
     Dietetics                               |
16   Dietetic Profile                        |
                                             |
     Imaging (08/26/96 to 08/26/97, LIMIT 10) |
                                             |
     Summary of Patient Procedures           |


    Enter the numbers of the items you wish to act on.            >>>
OR  Other Reports ...  CV  Change View ...    SP  Select New Patient
AD  Add New Orders     CC  Chart Contents ... Q   Close Patient Chart

Select: Chart Contents// 2
```

Lab Cumulative Example

```
Report Display            Mar 27, 1997 17:44:44       Page:    1 of    2
ANDERSON,H C   321-12-3456              2B        JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T    PCTeam: CURTTEAM


Lab Cumulative


                        ---- BLOOD BANK ----
ABO Rh:  A POS


    Unit assigned/xmatched:            Exp date        Loc
 1) V11111    CPDA-1 RED BLOOD CE  A POS  APR 28, 1995       Blood Bank
Component requests       Units Request date  Date wanted Requestor    By
CPDA-1 RED BLOOD CELLS    4   03/29/95 16:33 03/29/95 16:33 KIL        DM
ACD-A RED BLOOD CELLS     2   02/22/95 16:29 02/23/95 08:00 BOB        DM


                        |---    AHG(direct)    ---|  |-
AHG(indirect)-|
   Date/time       ABO Rh   POLY IgG  C3   Interpretation (Antibody screen)
+          Enter ? for more help.                              >>>
+    Next Screen         UP  Up a Line          PS  Print Screen
-    Previous Screen     DN  Down a Line        PL  Print Data
FS   First Screen        GO  Go to Page         Q   Close
LS   Last Screen         SL  Search List
Select Action: Next Screen// <Enter>
```

Reports, cont'd

Dietetic Profile Example

```
Report Display           Mar 27, 1997 17:45:21      Page:   1 of   2
ANDERSON,H C   321-12-3456           2B          JAN 1,1951 (46)   <CWA>
Attend: WELBY,M    PrimCare: DEFA,T     PCTeam: CURTTEAM


Dietetic Profile
No Food Preferences on file
Current Diet: REGULAR
Service: Tray

Tubefeed Ordered: 11-Sep-96  2:35pm
Product: ENSURE PLUS, Full Str., 8 OZ Three times a Day
Total Quantity: 708 cc                    Total KCAL: 1062

Supplemental Feeding: No Order
No future Diet Orders exist
No future Early or Late Trays ordered
No Active Standing Orders
No Active Consultations for this Admission
             Enter ? for more help.                          >>>
+   Next Screen          UP  Up a Line           PS  Print Screen
-   Previous Screen      DN  Down a Line          PL  Print Data
FS  First Screen         GO  Go to Page           Q   Close
LS  Last Screen          SL  Search List
Select Action: Close//
```

Reports, cont'd

Health Summary Example

```
                           03/23/97 18:26
*****************  CONFIDENTIAL HEALTH SUMMARY SUMMARY  ***************
ANDERSON,H C    321-12-3456            2B                      DOB: 01/01/51


--------------------------- DEM - Demographics ----------------------------

            Address: 123 SESAME ST                  Phone: 801 555 1234
                     SALT LAKE CITY, UTAH  84101    County: SALT LAKE

     Marital Status: MARRIED                         Age: 46
           Religion: PROTESTANT, NO DENOMINATION     Sex: FEMALE
         Occupation: Computer Wizz
              S/C %:

-------------------------- PLL - Active/Inactive ----------------------

                                          11 Problems
ST PROBLEM                                     LAST MOD  PROVIDER
A  250.41-DIABETES W RENAL MANIFES TYP I; Type I   07/19/95  ROWE,KIMBALL
   diabetes mellitus with renal manifestations, Onset
   07/19/95
A  411.1-INTERMED CORONARY SYND; Angina, Unstable,  06/17/96  GREEN,JOANN
   Onset 06/10/96

A  305.00-ALCOHOL ABUSE-UNSPEC; ALCOHOL ABUSE       06/20/96  ROWE,KIMBALL

A  305.00-ALCOHOL ABUSE-UNSPEC; Alcohol Abuse       06/20/96  ROWE,KIMBALL

A  079.99-UNSPEC VIRAL INFE; Four Corner Virus, Onset  07/03/96  ROWE,KIMBALL
   07/03/96

A  424.1-AORTIC VALVE DISORDER; AORTIC STENOSIS,    07/03/96  GARDNER,ANNE
   Onset 07/03/96

A  250.00-DIABETES MELLI W/O COMP TYP II; DIABETES  07/29/96  ROWE,KIMBALL

ST PROBLEM                                     LAST MOD  PROVIDER
   MELLITUS, Onset 07/29/96

A  414.00-COR ATHEROSCL UNSP TYP-VES; 414.00, Onset  08/19/96  ROWE,KIMBALL
   08/19/96

A  886.0-AMPUTATION FINGER; Amputation of two digits  01/28/97  ROWE,KIMBALL
   of one hand including the index and little
   fingers, Onset 01/28/97

A  730.00-AC OSTEOMYELITIS-UNSPEC; Acute           01/28/97  ROWE,KIMBALL
   osteomyelitis, Onset 01/28/97
A  401.9-HYPERTENSION NOS; Systolic hypertension,   02/18/97  ROWE,KIMBALL
   Onset 02/18/97

**DRAFT COPY - DRAFT COPY -- ABOVE ADDENDUM IS UNSIGNED --
* END *
Press <RET> to continue, ^ to exit, or select component:
```

Results Reporting

You can print reports for multiple patients (e.g., all of the patients in a ward, or all of a patients on a Personal or Team List) through the Results Reporting option on the Clinician Menu.

Order Summary for Date/Time Range Example

```
   OE     CPRS Clinician Menu
   RR     Results Reporting Menu
   AD     Add New Orders
   RO     Act On Existing Orders
   PP     Personal Preferences ...

Select Clinician Menu Option:  Results Reporting Menu

                          1A ward list

1    DOE,WILLIAM C.   (6572) A-2        9    REGISTER, N P    (9200) B-2
2    FEET,SMELL E.    (1990) ~         10    SCHWARTZ,ARNOLD  (9022) ~
3    HOOD,ROBIN       (2591) ~         11    SIMPSON,HOMER    (9999) A-5
4    KIMINATOR,THE    (3241) ~         12    STONE,JERRY      (2432) A-6
5    LAY,FRITO        (8333) B-5       13    TRAT,JACK        (2342) B-1
6    MUFFET, L M      (7689) B-4       14    WINCHESTER, C E  (0167) ~
7    NEW,PATIENT      (1234) ~         15    ZORRO,MIGUEL     (1414) B-3
8    NIVEK,SIGMA      (2379) ~

Select Patient(s): 12-13   STONE,JERRY      (2432) A-6
                           TRAT,JACK        (2342) B-1

               R E S U L T S   R E P O R T I N G
-----------------------------------------------------------------------------
                        --- Main Results Menu ---

1    Health Summary                    8    Daily Order Summary
2    Lab Results (Interim)             9    Order Summary for Date/time Range
3    Graph Lab Tests                   10   Customized Order Summary
4    Blood Bank Report                 11   Print Chart Copy Summary
5    Anatomic Pathology Report         12   Work Copy Summary
6    Vitals SF511 Report               13   Outpatient RX Profile
7    Vitals Cumulative Report          14   Inpatient Medications Profile

Select Item(s): 9   Order Summary for Date/time Range

                --- Order Summary for Date/time Range ---

Start Date [Time]: T// t-30  (OCT 26, 1997)

Ending Date [Time] (inclusive): OCT 26, 1997 23:59// t  (NOV 25, 1997)

DEVICE: HOME//   ALPHA
```

Order Summary for Date/Time Range Example, cont'd

```
ORDER SUMMARY                               Page 1
STONE,JERRY   234-33-2432        1A/A-6       MAR 5,1933 (64)   Wt (lb): NF
Ord'd    St  Item Ordered                     Requestor    Start  Stop
================================================================================

11/07/97  dc CHEST 4 VIEWS LEFT                ANDERSON,C 11/07  11/07
 14:52                                         PHYSICIAN         14:56

11/07/97     Discontinue CHEST 4 VIEWS LEFT    GREEN,J    11/07  11/07
 14:54                                                            14:56

11/10/97  c  Consult to PULMONARY Bedside      ARCENEAU,C 11/10  11/12
 14:10                                                    14:11  13:59

11/17/97  a  ECHO Bedside                         "       11/17
 10:18                                            "       11:23

11/17/97  c  ERCP Bedside                         "       11/17  11/17
 11:19                                            "       11:23  11:26

11/21/97  c  Consult to PULMONARY Bedside      ARCENEAU,C 11/21  11/24
 13:54                                                    13:55  09:54

11/24/97  u  CHEST & ABDOMEN CT *UNSIGNED*      GREEN,J
 16:43

11/24/97  u  NPO Diet *UNSIGNED*                  "
 16:43                                            "
                                                       *UNRELEASED*
* END OF ORDERS *
================================================================================

Press RETURN to continue, '^' to exit:


                        ORDER SUMMARY                               Page 1
TRAT,JACK   234-24-2342          1A/B-1       FEB 3,1923 (74)   Wt (lb): NF
Ord'd    St  Item Ordered                     Requestor    Start  Stop
================================================================================

11/07/97  p  Consult to Pulmonary Bedside      ARCENEAU,C 11/07
 07:40                                                    07:45

11/14/97  u  Consult to PULMONARY Bedside *UNSIGNED*   "
 09:28                                            "
                                                       *UNRELEASED*

11/14/97  dce Consult to PULMONARY Bedside        "       11/14  11/14
 10:17                                            "       10:18  10:30


11/24/97     Discontinue Consult to Cardiology Bedside  CARLSON-,N     11/24
 18:23                                                            18:23

                        * END OF ORDERS *
================================================================================
```

Personal Preferences

You can change many of the parameters that control the way CPRS works for you. The Personal Preferences Menu on your Clinician Menu contains sub-menus that may allow you to change which notifications and order checking messages you get, manage team and personal lists, assign your default patient selection settings, and modify your default tab preferences.

Personal Preferences Menu

Option or Menu	Description
GUI Cover Sheet Display Parameters	This option allows you to modify the default number of days to display inpatient and outpatient labs, the start and stop search date for appointments and visits, and the clinical reminders and reports to be displayed on the cover sheet.
GUI Parameters - General	This option allows you to modify which chart tab will be displayed on startup, whether to use the last selected tab, how often to save notes (in seconds) and whether or not to verify the default title when creating a new note.
Team/Patient List Management	This option allows you to make changes to your Personal Patient List, to display patients linked to you via teams, to display teams on which you are a member. It also allows you to add or remove yourself from auto-linked teams.
Notification Management Menu	This menu contains an option that allows you to review the notifications you should be currently receiving. You may also have an option for adding or removing notifications to those you are scheduled to receive (whether you have this depends on local site set-up). Use this option to turn notifications on or off. You may also be able to remove all of your existing notifications via a purge option.
Order Checking Management Menu	This menu contains one or two options (depending on local set-up) which allow you to check which order checks you get and possibly to enable or disable specific order checks.
Patient Selection Preference Mgmt	This menu allows you to set default parameters for patient lists.
Tab Default Chart Preferences	This option allows setting a number of parameter defaults for each of the tabs. The 10 selections include parameters such as beginning date, ending date, service, and status.

To access the Personal Preferences Menu:

```
   OE     CPRS Clinician Menu
   RR     Results Reporting Menu
   AD     Add New Orders
   RO     Act On Existing Orders
   PP     Personal Preferences ...

Select Clinician Menu Option: PP  Personal Preferences

   CS      GUI Cover Sheet Display Parameters
   GP      GUI Parameters - General
   LI      Team/Patient List Mgmt ...
   NO      Notification Mgmt Menu ...
   OC      Order Checking Mgmt Menu ...
   PS      Patient Selection Preference Mgmt ...
   TD      Tab Default Chart Preferences
Select Personal Preferences Option:
```

GUI Cover Sheet Display Parameters

This option allows you to set display parameters defaults for the GUI Cover Sheet. Each parameter comes with a default value, which can be overridden. The example shows the "factory" defaults and some options for customizing them for a user.

Example

```
Select Personal Preferences Option: CS  GUI Cover Sheet Display
Parameters

GUI Cover Sheet - User for User: GREEN,JOANN
------------------------------------------------------------------------
Inpatient Lab Number of Days to Display        60
Outpatient Lab Number of Days to Display       120
Appt Search Start Date                         T-30
Appt Search Stop Date                          T+60
Visit Search Start Date                        T-30
Visit Search Stop Date                         T+60
Clincal Reminders for Search  10               VA-INFLUENZA VACCINE
------------------------------------------------------------------------
Inpatient Lab Number of Days to Display: 60//
Outpatient Lab Number of Days to Display: 120//
Appt Search Start Date: T-30//
Appt Search Stop Date: T+60//
Visit Search Start Date: T-30//
Visit Search Stop Date: T+60//

For Clincal Reminders for Search -
Select Display Sequence: ?

    Display Sequence            Value
    ----------------            -----
    10                          VA-INFLUENZA VACCINE

Select Display Sequence: 12
Are you adding 12 as a new Display Sequence? Yes// <Enter>  YES

Display Sequence: 12// <Enter>   12
Clinical Reminder: Tetanus Diptheria (TD-Adult)  VA-*TETANUS DIPTHERIA
IMMUNIZATION

For Clincal Reminders for Search -
Select Display Sequence: <Enter>
```

GUI Parameters – General

This option allows you to set a number of general display parameters defaults for the GUI version of CPRS. Each parameter comes with a default value, which can be overridden. The *Interval for Autosave of Notes* is expressed in seconds.

Example

```
Select Personal Preferences Option: GP  GUI Parameters - General

General GUI Parameters for User: GREEN,JOANN
-----------------------------------------------------------------------
Initial Tab when CPRS Starts                       Cover
Use Last Selected Tab on Patient Change            NO
Interval for Autosave of Notes                     60
Verify Note Title                                  NO
-----------------------------------------------------------------------
Initial Chart Tab: Cover//
Use Last Selected Tab: NO//
Auto-Save Interval: 60//
Verify Default Title: NO//
```

Team/Patient List Management

The menu choices that report or display information will allow access to Team Lists of all kinds. For those menu choices that provide for creation or editing of a list, however, you will be restricted to your "personal" patient list. You may create more than one personal list and assign a different such list from time to time. From these menus, you cannot create or modify lists that belong to others or that are not your own personal lists.

The following options may be available on your Personal Preference Menu, depending on how your local coordinators have set up your menus. The team lists also help determine who receives notifications for patients defined on the lists.

Option	Description
Personal Patient List Menu…	Options on this menu allow clinicians to create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or remove patients from lists, or inquire to a file of patient lists.
Display Patients Linked to Me Via Team	This option displays patients linked to the current user via teams from the OE/RR LIST file [#100.21].
Display My Teams	This option displays teams linked to the current user.
Add/Remove Myself from Autolinked Teams	This option allows you to add yourself to teams to which you were not automatically linked or to remove yourself from teams to which you were automatically linked. This feature only works when subscription to the Team Lists has been allowed.

Personal Patient List Menu

Clinical Coordinators can help set up team lists for groups of clinicians and related hospital personnel. Clinicians can create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or delete patients from lists, or inquire to a file of patient lists.

If you have a list defined and loaded (as determined in the Personal Preferences options), the list will be available and can be used as a basis for patient selection every time you select the CPRS Clinician Menu. You then select a patient from the list. This list can also be used for printing reports.

Option	Description
Build Patient List Menu…	Options on this menu allow you to create patient lists by patient, ward, or clinic. These lists can then be used to display results or to print reports, or can be merged with other lists.
Merge Existing Lists	This option lets you merge the patients from one or several lists together to create a bigger or more comprehensive list.
Examine/Print Existing Lists	This option allows you to examine or print an existing patient list.
Delete Existing Lists	When you no longer need a patient list that you have built, you can use this option to delete the list.
Load Primary Patient List	This option loads into the current session the user's primary patient list.

Build Patient List Menu

The following options may be available on your Build Patient List Menu, depending on how your local coordinators have set up your menus.

Option	Description
Patient (Add to List)	This option allows you to add a patient to your Patient List.
Ward (Add to List)	This option allows you to add a ward to your Patient List.
Clinic (Add to List)	This option allows you to add a clinic to your Patient List.
Provider (Add to List)	This option allows you to add a provider to your Patient List.
Specialty (Add to List)	This option allows you to add a specialty to your Patient List.
Existing List (Add to List)	This option allows you to add an existing list to your Patient List.
Clear Current Patient List	This option removes all patients from your current Patient List.
Show Current Patient List	This option displays all patients on your current Patient List.
Remove Patient from Patient List	This option allows you to remove selected patients from your current Patient List.

Example: Build Patient List Menu

```
Select Personal Patient List Menu Option: AD  Build Patient List Menu
   ON    Patient       (Add to list)
   WA    Ward          (Add to list)
   CL    Clinic        (Add to list)
   PV    Provider      (Add to list)
   TS    Specialty     (Add to list)
   AL    Existing Lists (Add to list)
   CR    Clear Current Patient List
   LI    Show Current Patient List
   DE    Remove Patient(s) from Patient List


Select Build Patient List Menu Option: PV  Provider       (Add to list)
No existing list found, continuing with an EMPTY list.


Select PROVIDER: GREEN,JOANN         jg

     Select one of the following:
          P          PRIMARY CARE PHYSICIAN
          A          ATTENDING PHYSICIAN
          B          BOTH

Select: BOTH// <Enter>
Working...
Show your current PATIENT list? No// Y  (Yes)


                      CURRENT PATIENT LIST

10/27/97                                                      PAGE:  001
-------------------------------------------------------------------------

   1 APPLESEED, J
   2 BUD,ROSE
   3 EASY,OVER
   4 HOOD,ROBIN
   5 NIVEK,ALPHA
   6 READING,TRISHA
   7 TEAGUE,TEST
   8 ZORRO,MIGUEL

Press RETURN to continue                              "^" to Quit

Do you want to remove patients from this list? No// <Enter>   (No)

Store list for future reference? Yes// <Enter>   (Yes)
Enter a name for this list: GREENLIST
  Are you adding 'GREENLIST' as a new OE/RR LIST? No// Y  (Yes)

List has been stored.
```

Display Patients Linked to Me via Teams

This option displays patients who are linked to teams with which you are currently associated.

Example

```
    CS      GUI Cover Sheet Display Parameters
    NO      Notification Mgmt Menu ...
    OC      Order Checking Mgmt Menu ...
    PL      Personal Patient List Menu ...
    PS      Patient Selection Preference Mgmt ...
    PT      Display Patients Linked to Me via Teams
    TM      Display My Teams

Select Personal Preferences Option: pt  Display Patients Linked to Me via
Teams


   GREEN,JOANN IS LINKED TO THE FOLLOWING PATIENTS VIA TEAMS:

01/30/98                                                      PAGE:  001
-----------------------------------------------------------------------

    1 APPLESEED,JOHNNY      17 SCHWARTZ,ARNOLD
    2 BUD,ROSE             18 SIMPSON,HOMER
    3 DOE,WILLIAM C.       19 STONE,JERRY
    4 EASY,OVER            20 TEAGUE,TEST
    5 FEET,SMELL E.        21 TRAT,JACK
    6 HOLMES,SHERLOCK      22 WINCHESTER,CHARLE
    7 HOOD,ROBIN           23 ZORRO,MIGUEL
    8 KIMINATOR,THE
    9 LAY,FRITO
   10 MUFFET,LITTELLA M
   11 NEW,PATIENT
   12 NIVEK,ALPHA
   13 NIVEK,SIGMA
   14 RAMBO,JOHNNY
   15 READING,TRISHA
   16 REGISTER,NEW PATI

Press RETURN to continue                                  "^" to Quit
```

Display My Teams

This option displays teams with which you are currently associated.

Example

```
Select Clinician Menu Option: PP  Personal Preferences

   CS     GUI Cover Sheet Display Parameters
   NO     Notification Mgmt Menu ...
   OC     Order Checking Mgmt Menu ...
   PL     Personal Patient List Menu ...
   PS     Patient Selection Preference Mgmt ...
   PT     Display Patients Linked to Me via Teams
   TM     Display My Teams


You have PENDING ALERTS
         Enter  "VA   VIEW ALERTS    to review alerts

Select Personal Preferences Option: TM  Display My Teams



              GREEN,JOANN IS ON THE FOLLOWING TEAMS:

01/30/98                                                PAGE:  001
-------------------------------------------------------------------

   1 AUTOLINKED TEAM--
   2 GREENLIST
   3 House of Murph
   4 teamqa




Press RETURN to continue                                "^" to Quit
```

Notification Management Menu Options

The following options may be available on your Personal Preference Menu, depending on how your local coordinators have set up your menus.

Option	Description
Enable/Disable My Notifications	If you have this option, you can indicate that a notification should not be processed for you.
Erase All of My Notifications	Use this option to erase all of your own notifications.
Set Notification Display Sort Method (GUI)	Method for sorting notifications when displayed in the GUI, including by Patient, Type (Notification name), and Urgency. Within these sort methods notifications are presented in reverse chronological order.
Send me a MailMan bulletin for Flagged Orders	Enter Yes to send a bulletin to the order's Current Provider (usually the Ordering Provider) when an order is flagged for clarification. This parameter has no effect on the Flagged Orders notification which is also triggered when an order is flagged for clarification.
Show Me the Notifications I Can Receive	This option displays if and why you are a recipient for each notification.
Set Surrogate to Receive My Notifications	Sets up a surrogate to receive all notifications (OE/RR alerts) for you.

Example: Show Me the Notifications I Can Receive

```
Select Notification Mgmt Menu Option: 5  Show Me the Notifications I Can
Receive
Would you like help understanding the list of notifications? No// (No)
This will take a moment or two, please stand by......................
DEVICE: HOME//  ALPHA

            Notification List for GREEN,JOANN              Page:   1

Notification                      ON/OFF For This User and Why
-------------------------------   ------------------------------------
ABNORMAL IMAGING RESULTS          ON   System value is Mandatory
ABNORMAL LAB RESULT (INFO)        OFF  OERR value is Disabled
ABNORMAL LAB RESULTS (ACTION)     ON   No Disabled values found
ADMISSION                         ON   No Disabled values found
CONSULT/REQUEST CANCEL/HOLD       ON   No Disabled values found
CONSULT/REQUEST RESOLUTION        ON   No Disabled values found
CRITICAL LAB RESULT (INFO)        ON   User value is Enabled
CRITICAL LAB RESULTS (ACTION)     OFF  OERR value is Disabled
DECEASED PATIENT                  ON   No Disabled values found
DISCHARGE                         ON   No Disabled values found
DNR EXPIRING                      OFF  OERR value is Disabled
ERROR MESSAGE                     ON   No Disabled values found
FLAGGED ORDERS                    ON   No Disabled values found
FOOD/DRUG INTERACTION             ON   No Disabled values found
FREE TEXT                         ON   No Disabled values found
IMAGING PATIENT EXAMINED          ON   No Disabled values found
IMAGING REQUEST CANCEL/HELD       ON   No Disabled values found
IMAGING RESULTS                   ON   No Disabled values found
IMAGING RESULTS AMENDED           ON   No Disabled values found
LAB ORDER CANCELED                ON   Division value is Mandatory
LAB RESULTS                       OFF  System value is Disabled
MEDICATIONS EXPIRING              OFF  OERR value is Disabled
NEW ORDER                         ON   No Disabled values found
NEW SERVICE CONSULT/REQUEST       ON   No Disabled values found
NPO DIET MORE THAN 72 HRS         OFF  OERR value is Disabled
ORDER CHECK                       OFF  OERR value is Disabled
ORDER REQUIRES CHART SIGNATURE    OFF  Division value is Disabled
ORDER REQUIRES CO-SIGNATURE       ON   No Disabled values found
ORDER REQUIRES ELEC SIGNATURE     ON   User value is Enabled
ORDERER-FLAGGED RESULTS           OFF  OERR value is Disabled
SERVICE ORDER REQ CHART SIGN      ON   No Disabled values found
SITE-FLAGGED ORDER                OFF  OERR value is Disabled
SITE-FLAGGED RESULTS              OFF  OERR value is Disabled
STAT IMAGING REQUEST              OFF  Division value is Disabled
STAT ORDER                        OFF  OERR value is Disabled
STAT RESULTS                      ON   User value is Enabled
TRANSFER FROM PSYCHIATRY          OFF  System value is Disabled
UNSCHEDULED VISIT                 ON   No Disabled values found
UNVERIFIED MEDICATION ORDER       OFF  Division value is Disabled
URGENT IMAGING REQUEST            OFF  OERR value is Disabled


            - End of Report -
```

Explanations of ON/OFF For This User and Why

There can be several reasons why a notification is enabled (turned "on") or disabled (turned "off"). The table gives an explanation of each reason that may be applied.

Reason	Explanation
Division/System value is Mandatory	Either the site or the CPRS package determined that a notification is mandatory for either a division or a hospital.
OERR value is Mandatory	The notification is exported as mandatory.
OERR value is Disabled	The site disabled the mandatory status of an exported notification.
No Disabled values found	No one (a manager, coordinator, or user) has disabled this notification.
User value is Disabled	A manager, coordinator, or user disabled this notification for this user.

Disabling a Notification Example

The process for disabling a notification seems counter-intuitive. When the program asks if you want to add a new Notification, logically you'd want to say "No," but the program is really asking if you want to add a new notification to a temporary list for consideration about enabling or disabling. The program is using a generic FileMan call—we hope that in the near future a more user-friendly utility will be written for this option.

```
Select Personal Preferences Option: NO  NOTIFICATIONS MGMT MENU
Select Notification Mgmt Menu Option: 1  Enable/Disable Notifications

                      Enable/Disable My Notifications
-----------------------------------------------------------------------

--------------------- Setting   for User: GREEN,JOANN -----------------

Select Notification: ?

      Notification                   Value
      ------------                   -----
      LAB RESULTS                    Disabled
      ORDER REQUIRES ELEC SIGNATURE  Mandatory
      CRITICAL LAB RESULT (INFO)     Mandatory
      STAT RESULTS                   Mandatory
      FREE TEXT                      Disabled

 Answer with OE/RR NOTIFICATIONS NUMBER, or NAME, or PACKAGE ID, or
     MESSAGE TEXT, or RECIPIENT USERS
 Do you want the entire 41-Entry OE/RR NOTIFICATIONS List? N  (NO)

Select Notification: ADMISSION
Are you adding ADMISSION as a new Notification? Yes// <Enter>   YES

Notification: ADMISSION// <Enter>   ADMISSION   ADMISSION

Value: Disabled
Select Notification: <Enter>
```

Order Checking Management Menu

The two options on this menu allow you to enable or disable various order checks and it can show you the order check you can receive.

Option	Description
Enable/Disable an Order Check for Yourself	A list of available order checks is displayed when you enter a question mark. You can then select order checks to enable or disable.
Show Me the Order Checks I Can Receive	This option processes each order check to determine if and why you receive an order check message during the ordering process.

Example: Enable/Disable an Order Check for Yourself

```
Select Clinician Menu Option: PP  Personal Preferences
   CS     GUI Cover Sheet Display Parameters
   NO     Notification Mgmt Menu ...
   OC     Order Checking Mgmt Menu ...
   PL     Personal Patient List Menu ...
   PS     Patient Selection Preference Mgmt ...
   PT     Display Patients Linked to Me via Teams
   TM     Display My Teams

Select Personal Preferences Option: Order Checking Mgmt Menu
Select Order Checking Management Option: 1  Enable/Disable an Order Check for
Yourself
--------------------------------------------------------------------------------
-------------- Setting PROCESSING FLAG for User: GRIN,JON ---------
Select Order Check: ?
 Answer with ORDER CHECKS NAME
 Do you want the entire 18-Entry ORDER CHECKS List? y  (Yes)
Choose from:
   ALLERGY-CONTRAST MEDIA INTERAC
   ALLERGY-DRUG INTERACTION
   AMINOGLYCOSIDE ORDERED
   BIOCHEM ABNORMALITY FOR CONTRA
   CLOZAPINE APPROPRIATENESS
   CT & MRI PHYSICAL LIMITATIONS
   DRUG-DRUG INTERACTION
   DUPLICATE DRUG CLASS ORDER
   DUPLICATE DRUG ORDER
   DUPLICATE ORDER
   ERROR MESSAGE
   ESTIMATED CREATININE CLEARANCE
   GLUCOPHAGE-CONTRAST MEDIA
   LAB ORDER FREQ RESTRICTIONS
   MISSING LAB TESTS FOR ANGIOGRA
   ORDER CHECKING NOT AVAILABLE
   POLYPHARMACY
   RECENT BARIUM STUDY
   RECENT ORAL CHOLECYSTOGRAM
   RENAL FUNCTIONS OVER AGE 65
Select Order Check: DUPLICATE DRUG ORDER
Are you adding DUPLICATE DRUG ORDER as a new Order Check? Yes//<Enter>YES
Order Check: DUPLICATE DRUG ORDER//  <Enter>    DUPLICATE DRUG ORDER
   Value: Enabled// <Enter>   Enabled
     Order Check                  Value
     -----------                  -----
       DUPLICATE DRUG ORDER        Enabled
```

> You're not really adding a new Order Check, but a new Order Check Value: Enabled.

Patient Selection Preference Menu

The first of these menu options is where you assign your default Patient Selection List Source. This is the source of the patients displayed when you enter CPRS.

Menu options two through five allow you to pre-assign default settings for the various sources you use with menu option one.

Menu options seven through 15 allow you to pre-assign default settings for clinics, for use when you select clinics as your source using menu option one.

Menu option 16 allows you to assign a default sort order for the source you assign with menu option one. Note that certain sort defaults will work only with certain kinds of sources. If you select a sort that does not apply, a "built-in default" will be used instead (usually alphabetic).

Menu option 17 simply displays your current source setting (whatever you may have assigned with menu option one.

Option	Description
1. Set My Preferred List Source	This option lets you specify the default preference for patient list source when starting CPRS – based on the following default types that you can pre-define.
2. Set My Preferred Ward	This option lets you specify a default Ward that can be used as your patient selection list.
3. Set My Preferred Provider	This option let you specify a default provider who's patients can be used as a basis for your patient selection list.
4. Set My Preferred Treating Specialty	This option lets you specify a default Treating Specialty that can be used as a source for your patient selection list.
5. Set My Preferred Team List/ Personal Patient List	This option lets you specify a default Team/Personal list for patient selection.
6. Set My Preferred Combination of Multiple Sources	This option lets you specify a patient list based on a combination of other default sources.
7. Set My Preferred Clinic Start Date	Patients with appointment dates as early as this date will be included in patient selection lists based on your preferred default clinic.
8. Set My Preferred Clinic Stop Date	Patients with appointment dates as recent as this date will be included in patient selection lists based on your preferred default clinic.
9. Set My Preferred Clinic Sunday	This option lets you specify the default clinic that will be used for Sundays when "Clinic" is your default patient selection list source.
10. Set My Preferred Clinic Monday	This option lets you specify the default clinic that will be used for Mondays when "Clinic" is your default patient selection list source.
11. Set My Preferred Clinic Tuesday	This option lets you specify the default clinic that will be used for Tuesdays when "Clinic" is your default patient selection list source.
12. Set My Preferred Clinic Wednesday	This option lets you specify the default clinic that will be used for Wednesdays when "Clinic" is your default patient selection list source.
13. Set My Preferred Clinic Thursday	This option lets you specify the default clinic that will be used for Thursdays when "Clinic" is your default patient selection list source.
14. Set My Preferred Clinic Friday	This option lets you specify the default clinic that will be used for Fridays when "Clinic" is your default patient selection list source.
15. Set My Preferred Clinic Saturday	This option lets you specify the default clinic that will be used for Saturdays when "Clinic" is your default patient selection list source.
16. Set My Preferred Sort Order for Patient List	This option lets you specify the default sort order for your patient selection lists. Room/Bed is valid only for inpatients list (Ward, Team/Personal, Provider, Specialty). Appointment Date is valid only for outpatient lists (Clinic)
17. Display My Preferred Patient List Source	This option lets you display your current preferred default patient list source.

Set My Preferred List Source

Perform this option to specify your preferred default patient list source. Valid values for your preferred patient selection list source include:

- T   Team/Personal List
- W   Ward List
- C   Clinic List
- P   Provider List
- S   Specialty List
- M   Combination List

In the example screen capture that follows, M was selected to illustrate the new function of the Combination of Multiple Sources option.

```
   1       Set My Preferred List Source
   2       Set My Preferred Ward
   3       Set My Preferred Primary Provider
   4       Set My Preferred Treating Specialty
   5       Set My Preferred Team List/Personal Patient List
   6       Set My Preferred Combination of Multiple Sources
   7       Set My Preferred Clinic Start Date
   8       Set My Preferred Clinic Stop Date
   9       Set My Preferred Clinic Sunday
  10       Set My Preferred Clinic Monday
  11       Set My Preferred Clinic Tuesday
  12       Set My Preferred Clinic Wednesday
  13       Set My Preferred Clinic Thursday
  14       Set My Preferred Clinic Friday
  15       Set My Preferred Clinic Saturday
  16       Set My Preferred Sort Order for Patient List
  17       Display My Preferred Patient List Source

Select Patient Selection Preference Mgmt Option:  1



------------------ Setting   for User: NOWLING,SCOTT ------------------
Value: M  Combination List
```

Set My Preferred Combination of Multiple Sources

After selection "M" for the Preferred List Source, perform this option to select default Combination Patient List Sources.

```
    1       Set My Preferred List Source
    2       Set My Preferred Ward
    3       Set My Preferred Primary Provider
    4       Set My Preferred Treating Specialty
    5       Set My Preferred Team List/Personal Patient List
    6       Set My Preferred Combination of Multiple Sources
    7       Set My Preferred Clinic Start Date
    8       Set My Preferred Clinic Stop Date
    9       Set My Preferred Clinic Sunday
   10       Set My Preferred Clinic Monday
   11       Set My Preferred Clinic Tuesday
   12       Set My Preferred Clinic Wednesday
   13       Set My Preferred Clinic Thursday
   14       Set My Preferred Clinic Friday
   15       Set My Preferred Clinic Saturday
   16       Set My Preferred Sort Order for Patient List
   17       Display My Preferred Patient List Source

Select Patient Selection Preference Mgmt Option:  6



                        Set Default Combination
-------------------------------------------------------------------------

    Your current combination entries are:

No current combination entries....

-------------------- Setting for user: GREEN,JOANN ---------------------
Select COMBINATION ITEM:
```

View All Combination Options for a Particular Source Type

You may display all of the available choices for a particular source type by typing the list source prefix followed by a period and a single question mark.

Source Type	To display full list, type:
Ward	W.?
Provider	P.?
Specialty	S.?
Team List	T.?
Clinic	C.?

When CPRS asks for a combination item, type the first letter of the source type, followed by a period and then a question mark to view a list of all of the possible values in that source type. You may select as many choices as you desire. However, you may want to keep the number of sources reasonable to prevent the creation of an impractically large selection list.

```
------------------- Setting for user: NOWLING,SCOTT -------------------
Select COMBINATION ITEM: CARDIOLOGY// W.?

     Searching for a WARD, (pointed-to by COMBINATION ITEM)


   Choose from:


     Searching for a WARD

    Answer with WARD LOCATION NAME, or SERVICE, or *NSERV, or SYNONYM
   Choose from:
   13A PSYCH
   1A
   2B MED
   8E REHAB MED
   8W
   DOM
   JLC TEST
   NOT 2B
   RICKS WARD
      ??
Select COMBINATION ITEM: CARDIOLOGY//
```

To View Combination Selections

To view existing combination selections, choose option 6 from the Patient Selection Preference Menu.

```
    1       Set My Preferred List Source
    2       Set My Preferred Ward
    3       Set My Preferred Primary Provider
    4       Set My Preferred Treating Specialty
    5       Set My Preferred Team List/Personal Patient List
    6       Set My Preferred Combination of Multiple Sources
    7       Set My Preferred Clinic Start Date
    8       Set My Preferred Clinic Stop Date
    9       Set My Preferred Clinic Sunday
    10      Set My Preferred Clinic Monday
    11      Set My Preferred Clinic Tuesday
    12      Set My Preferred Clinic Wednesday
    13      Set My Preferred Clinic Thursday
    14      Set My Preferred Clinic Friday
    15      Set My Preferred Clinic Saturday
    16      Set My Preferred Sort Order for Patient List
    17      Display My Preferred Patient List Source

Select Patient Selection Preference Mgmt Option:  6


                        Set Default Combination
------------------------------------------------------------------------

   Your current combination entries are:

Clinic:     CARDIOLOGY
Provider:   NOWLING,SCOTT
Specialty:  SURGERY
Team List:  RED
Team List:  YELLOW

-------------------- Setting for user: NOWLING,SCOTT --------------------
Select COMBINATION ITEM: YELLOW//
```

To Add a Combination Selection

To add a new source to your combination list, type in the first letter of the Source Type followed by a period and then the source. There are two confirmation steps for adding a combination selection.

```
Select COMBINATION ITEM: CARDIOLOGY// T.YELLOW

     Searching for a TEAM LIST, (pointed-to by COMBINATION ITEM)


     Searching for a TEAM LIST
  YELLOW
        ...OK? Yes// Y  (Yes)
  Are you adding 'YELLOW' as a new COMBINATION ITEM (the 6TH for this
OE/RR PT SEL COMBO)? No// Y  (Yes)
Select COMBINATION ITEM:
```

To Remove a Combination Selection from Your List

To remove a source from your combination list, type in the name of the source that you want to delete and confirm it when prompted. With the combination item listed on the command line, type the "at" symbol (@) and press ENTER. Then confirm the deletion.

```
-------------------- Setting for user: GREEN,JOANN --------------------
Select COMBINATION ITEM: YELLOW// GOLD

     Searching for a WARD, (pointed-to by COMBINATION ITEM)


     Searching for a PROVIDER, (pointed-to by COMBINATION ITEM)


     Searching for a SPECIALTY, (pointed-to by COMBINATION ITEM)


     Searching for a TEAM LIST, (pointed-to by COMBINATION ITEM)
  GOLD
        ...OK? Yes// Y  (Yes)
  COMBINATION ITEM: GOLD// @
   SURE YOU WANT TO DELETE THE ENTIRE COMBINATION ITEM? Y  (Yes)
Select COMBINATION ITEM:
```

Tab Default Chart Preferences

This option provides an improved user interface for easy modification of CPRS tab default preferences in List Manager. Most of these defaults apply to both the GUI and List Manager versions of CPRS.

Option	Description
Consults	This option lets you specify the default chart preferences for consults and includes settings for beginning date, ending date, status, service, and all.
Inpatient Labs	This option lets you specify the default chart preferences for inpatient labs and includes settings for beginning date, ending date, type, and all.
Outpatient Labs	This option lets you specify the default chart preferences for outpatient labs and includes settings for beginning date, ending date, type, and all.
Meds	This option lets you specify the default chart preferences for medications and includes settings for beginning date, ending date, whether outpatient or inpatient meds should be displayed, and all.
Notes	This option lets you specify the default chart preferences for notes and includes settings for beginning date, ending date, status, author, occurrence limit, subject, and all.
Orders	This option lets you specify the default chart preferences for orders and includes settings for beginning date, ending date, status, service/section, format, and all.
Problems	This option lets you specify the default chart preferences for problems and includes settings for status, comment, and all.
Reports	This option lets you specify the default chart preferences for Health Summaries and includes settings for beginning date, ending date, max, and all.
D/C Summaries	This option lets you specify the default chart preferences for discharge summaries and includes settings for beginning date, ending date, status, author, and all.
Imaging	This option lets you specify the default chart preferences for imaging and includes settings for beginning date, ending date, max, and all.

Example

```
Select Personal Preferences Option: TD  Tab Default Chart Preferences


        1     CONSULTS
        2     INPATIENT LABS
        3     OUTPATIENT LABS
        4     MEDS
        5     NOTES
        6     ORDERS
        7     PROBLEMS
        8     REPORTS
        9     D/C SUMMARIES
       10     IMAGING
    Select tab for preferences editing:  (1-10): 1


    1     BEG           Begin Date
    2     END           End Date
    3     STATUS        Status
    4     SERVICE       Service
    5     ALL           Edit All Above Items
  Select CONSULTS value to edit:  (1-5): 1


  Enter Begin Date value:  t-180//
  Enter End Date value:  t+90//
  Enter Status value:  t-180//
  Enter Service value:  t-180//
```

Helpful Hints

- **ACTIONS**
  Actions (also known as protocols) are the items listed on the bottom part of the list manager screens. Sometimes these are processes that you can perform on screen items (processes such as sign, print, discontinue, renew, etc.), and sometimes they are the names of other screens (chart tabs) that you can go to.
  NOTE: Order actions in CPRS work differently from OE/RR. In CPRS, you must pick an order from the review screen before the available actions appear at the bottom of the screen. In OE/RR the actions were visible at the bottom of the review screen before you selected an order.

- **CHART TABS**
  Chart Tabs are another name for the Chart Contents actions or pages. They allow you the following choices: Orders, Notes, Meds, Lab, D/C Summaries, and Problem Lists. (They are called Tabs to be consistent with the GUI version of CPRS, which uses the Windows convention of having tab-like graphic images for selecting options.) If you select one of these tabs, you will be given the option of NW. This allows you to write new notes, meds, labs, and problems without going through the order screen. You may also view results relating to these tabs by using the following steps: (1) Select CC; (2) Select a tab; e.g., consults, lab, (3) Select the number of the item you want information on, (4) Select Detailed Display.

- **CONSULTS**
  Consults may be ordered via CPRS by selecting Other from the Add Orders screen or by selecting the Consults tab. You can also see Consults results through CPRS.

- **DETAILED DISPLAY**
  When you select the action Detailed Display (DD) you can see additional information about an order, including *Who* entered the order, *what* physician or nurse initiated the order, and the *date* the order was entered or discontinued. You may view this information by selecting the number of the order in question, and then choosing Detailed Display .

- **ELECTRONIC SIGNATURE**
  An Electronic signature must accompany all orders entered by a physician, nurse practitioner, or physician's assistant. These orders are not released to the services until signed (except for verbal orders). For outpatient medications, the order must be signed by an authorized provider. Verbal, telephoned, and written orders cannot be released to the pharmacy until they are signed.

  > **Note:** The purpose of this is to comply with VHA policy. You can read the policy on the intranet at http://vaww.va.gov/pub/direc/health/manual/020704.htm.

- **EXPIRED MED ORDERS**
  Expired Med orders remain on the order screen for a time designated by your site.

Helpful Hints, cont'd

- **>> INDICATORS**
  The "greater-than" symbols (>>) beside an order indicates that this order needs to be completed or have action taken by a nurse or ward clerk.
  When >> is shown in the black bar of the List Manager screen, it means that more information is available to the right of the screen; enter one or more of these symbols to see this information.

- **INORDERABLE ITEM IN PHARMACY**
  This is a notation that is seen when the pharmacy has changed its dispense drugs. An inorderable item can't be renewed. The med in question can be continued by choosing the Change option, which automatically DCs the original and creates a new order that will be renewable thereafter. The Change option takes you through each field of the medication and allows you to edit as needed.

- **LAB TIP**

  To change a lab urgency "on-the-fly": When you select a quick order from the menu, enter the number of the item followed by =*.

- **MEDICATION ENTRY TIPS**
  1) Always use upper case when entering the schedule. The approved abbreviation for hours is H. If other letters are listed, such as hr or hrs, the pharmacy package doesn't read the schedule accurately, and incorrect times will appear on your MARS. Currently administration times can be edited under the Unit Dose option only.
  2) Enter the Schedules for these orders as follows:

Insulin BID	BID-INSULIN
ISMO	BID-ISMO
PRN	Q4-6H PRN

  3) Multiple Meds may be renewed or discontinued by selecting the order numbers, pressing enter, and choosing Renew or DC.
  4) Hard copies of orders automatically print to the service(s).
  5) Meds for discharge or pass can be selected and converted to outpatient status. This prevents the need for carbon copies of orders with original signatures. To place Meds on hold, enter a free-text order. Pharmacy considers orders to be either active or discontinued. They do not act on Hold orders. This is an action taken only by a unit's nursing staff.
  6) If an order is questioned by pharmacy, it will be flagged, stating the reason for the flag, and the physician receives a View Alert. A Med can be unflagged if you choose the Med in question and then select UNFLAG.
  7) Verbal orders cause a View Alert to be automatically generated for the physician who needs to electronically sign the order.

Helpful Hints, cont'd

- **NOTES**
  Progress Notes can be accessed directly from the patient's chart or through TIU as a separate menu option.

- **PATIENT LISTS**
  You can set up a specific list as your default. To enter a list, choose CHANGE VIEW (CV), then select WARD, CLINIC, or PROVIDER, etc., enter the name of the group (e.g., 2 west), then choose SV to save the list. This list must be saved after its selection for it to become your default. To change from one chart to another, the SP (Select Patient) choice returns the screen to your default list where you can select another patient. You may also enter a patient from another area of the unit by choosing FD (Find Patient) and entering the patient's name. FD can be used even if you already have another unit loaded as your default list.

- **QUICK ORDERS**
  Quick Orders allow you to enter labs and meds without going through as many steps. They are selected from the AD order screen by simply selecting a number (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.). Quick Orders are ones that physicians have determined to be their most commonly ordered items and have standard collection times, routes, and other conditions.

- **REPORTS**
  Reports for individual patients are available from the Reports tab. Reports for a ward/clinic can be found under the Results Reporting menu option. To print a Ward Summary, follow these steps:
  1) Select Results Reporting
  2) Select patient or patients
  3) Enter the range of numbers you want
  4) Choose #8 to print Daily Order Summary, or #11 for Chart Copies of orders
  5) Enter date range
  6) Answer Yes to *Display only those orders placed on this day: NO//*
  7) Enter a printer name or hit ENTER at the DEVICE: HOME// prompt (This can also be queued)

Glossary

+	A plus sign (+) in front of a Progress Note indicates that the note has addenda. A + in front of a lab order indicates that this lab test will be done multiple times according to a selected schedule.
>>	These arrows (displayed in the center black bar) indicate that more information can be seen by scrolling to the left. If they are displayed beside an order, it means that a nurse or clerk needs to take action on the order.
CPRS	Computerized Patient Record System, the V*ISTA* package (in both GUI and character-based formats) that provides access to most components of the patient chart.
ASU	Authorization/Subscription Utility, a V*ISTA* application (initially released with TIU) that allows VAMCs to assign privileges such as who can do what in ordering, signing, releasing orders, etc.
Chart Contents	The various components of the Patient Record, equivalent to the major categories of a paper record; for example, Problem List, Progress Notes, Orders, Labs, Meds, Reports, etc. In CPRS, these components are listed at the bottom of the screen, to be selected individually for performing actions.
Consults	Consult/Request Tracking, a V*ISTA* product that is also part of CPRS (it can function as part of CPRS, independently as a standalone package, or as part of TIU). It's used to request and track consultations or procedures from one clinician to another clinician or service.
Cover Sheet	A screen of the CPRS patient chart that displays an overview of the patient's record.
CWAD	Crises, Warnings, Allergies/Adverse Reactions, and Directives. These are displayed on the Cover Sheet of a patient's computerized record, and can be edited, displayed in greater detail, or added to. *See Patient Postings.*
D/C Summary	Discharge Summary; see below.
Discharge Summary	A component of TIU that can function as part of CPRS, Discharge Summaries are recapitulations of a patient's course of care while in the hospital.
GUI	Graphical User Interface—a Windows-like screen with pull-down menus, icons, pointer device, etc.
Health Summary	A V*ISTA* product that can be viewed through CPRS, Health Summaries are components of patient information extracted from other **V***IST***A** applications.

Imaging   A **V**_IST_**A** product that is also a component of CPRS; it includes
                   Radiology, X-rays, Nuclear Medicine, etc.

Glossary, cont'd

Notifications | Alerts regarding specific patients that appear on the CPRS patient chart. They can be responded to through "VA View Alerts."

OE/RR | Order Entry/Results Reporting, a **V***IST***A** product that evolved into the more comprehensive CPRS.

Order Checking | A component of CPRS that reviews orders as they are placed to see if they meet certain defined criteria that might cause the clinician placing the order to change or cancel the order (e.g., duplicate orders, drug-drug/diet/lab test interactions, etc.).

PCMM | Patient Care Management Module, a **V***IST***A** product that manages patient/provider lists.

Patient Postings | A component of CPRS that includes messages about patients; an expanded version of CWAD (see above).

Progress Notes | A component of TIU that can function as part of CPRS.

Quick Orders | Quick Orders allow you to enter many kinds of orders without going through as many steps. They are types of orders that physicians have determined to be their most commonly ordered items and that have standard collection times, routes, and other conditions.

Reports | A component of CPRS that includes Health Summary, Action Profile, and other summarized reports of patient care.

TIU | Text Integration Utilities; a package for document handling, that includes Consults, Discharge Summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.

VISN | Veterans Information System Network, the regional organizations for managing computerization within a region.

V*IST***A** | Veterans Information Systems Technology Architecture, the new name for DHCP.

Appendix: Screen Actions

Actions available, by tab

Cover Sheet

```
NW   Enter New Allergy/ADR CV  (Change View ...)     SP   Select New Patient
AD   Add New Orders        CC  Chart Contents ...    Q    Close Patient Chart
```

Chart Contents

```
  Cover Sheet       Orders           Imaging              Reports
  Problems          Meds             Consults
  Notes             Labs             D/C Summaries
```

Problems

```
  Inactivate            Add Comment            Detailed Display
  Remove                Verify
```

Change View

```
  Status          Save as Preferred View      Remove Preferred View
```

Progress Notes

```
  Edit            Detailed Display     Identify signers
  Make Addendum   Browse               Copy
  Sign            Print                Delete
```

Change View

```
1    all signed       4    signed/author          Save as Preferred View
2    my unsigned      5    signed/dates           Remove Preferred View
3    my uncosigned
```

Add Orders

```
AD   Add New Orders   CG  Change View ...    SP  Select New Patient
+    Next Screen      CC  Chart Contents ... Q   Close Patient Chart
```

Change View

```
  Date range        Status        Service/Section     Short Format
```

Order Actions

```
  Change        Sign          Flag          Details       Rewrite
  Renew         Hold          Unflag        Results       Print ...
  Discontinue   Release Hold  Ward Comments Alert Results
```

Meds

```
NW   Order New Meds ...   CV  Change View ...    SP   Select New Patient
AD   Add New Orders       CC  Chart Contents ... Q    Close Patient Chart
```

Order Actions

```
  Change          Discontinue      Transfer to Outpt   Detailed Display
  Renew           Hold             Copy
```

Change View

```
  Date range                       Save as Preferred View
  List Outpatient Meds             Remove Preferred View
```

Actions available, by tab

Labs

```
NW   Order New Lab Tests ... CV  Change View ...     SP  Select New Patient
AD   Add New Orders          CC  Chart Contents ...  Q   Close Patient Chart
```

Change View

```
Date range                Go to Section           Remove Preferred View
Use list format           Save as Preferred View
```

Imaging

```
NW   Order New Procedures  CV  Change View ...      SP  Select New Patient
AD   Add New Orders        CC  Chart Contents ...   Q   Close Patient Chart
```

Change View

```
Date range                               Save as Preferred View
Maximum # of items                       Remove Preferred View
```

Consults

```
NW   Order New Consult ... CV  Change View ...      SP  Select New Patient
AD   Add New Orders        CC  Chart Contents ...   Q   Close Patient Chart
```

Change View

```
Date range                Service                 Remove Preferred View
Status                    Save as Preferred View
```

Actions

```
Detailed Display                     Print SF 513
```

D/C Summaries

```
NW   Write New Summary ... CV  Change View ...      SP  Select New Patient
AD   Add New Orders        CC  Chart Contents ...   Q   Close Patient Chart
```

Change View

```
1    all signed           4    signed/author       Save as Preferred View
2    my unsigned          5    signed/dates         Remove Preferred View
3    my uncosigned
```

Actions

```
Edit               Detailed Display    Identify signers
Make Addendum      Browse              Copy
Sign               Print               Delete
```

Reports

```
OR   Other Reports ...     CV  Change View ...      SP  Select New Patient
AD   Add New Orders        CC  Chart Contents ...   Q   Close Patient Chart
```

Change View

```
Date Range for Radiology reports      Save as Preferred View
Maximum # of Radiology reports        Remove Preferred View
```

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